LCC

Annual Report

FY2021

Labette Community College

Introduction

Dr. Mark Watkins, Ed. D.
President

The 2021 Annual Report is a comprehensive description of how Labette Community College satisfied its mission, "…to provide quality learning opportunities in a supportive environment for success in a changing world" during the year, July 1, 2020 through June 30, 2021.

Once again, we were challenged with COVID-19. While special COVID-19 accommodations were made, teaching and learning continued as 173 degrees were conferred. The commencement was a particularly special event this year.

The Foundation Steering Committee with the help of several volunteers completed the Capital Campaign. The Capital Campaign was established to support three areas of the college: annual giving, endowment, and athletic facilities. The goal was to raise $6,779,000. All goals were met including $6,110,926 for the athletic facilities. This included $1,318,000 commitment from the college and a $500,000 Mabee Challenge Grant.

LCC's Health Science graduates completed their respective Board exams at high levels. Registerednursing.org rated the Labette Community College Nursing Program as the number one Nursing Program in the state of Kansas. Programs reviewed included colleges which offered Associate in Nursing (ADN/ASN) and Bachelor of Science (BSN) in Nursing.

LCC continues to be an outstanding opportunity for our students and fulfills the needs of our supporting communities.

Go Cardinals!

Mark Watkins
President

Labette Community College

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Labette Community College

Strategic Plan

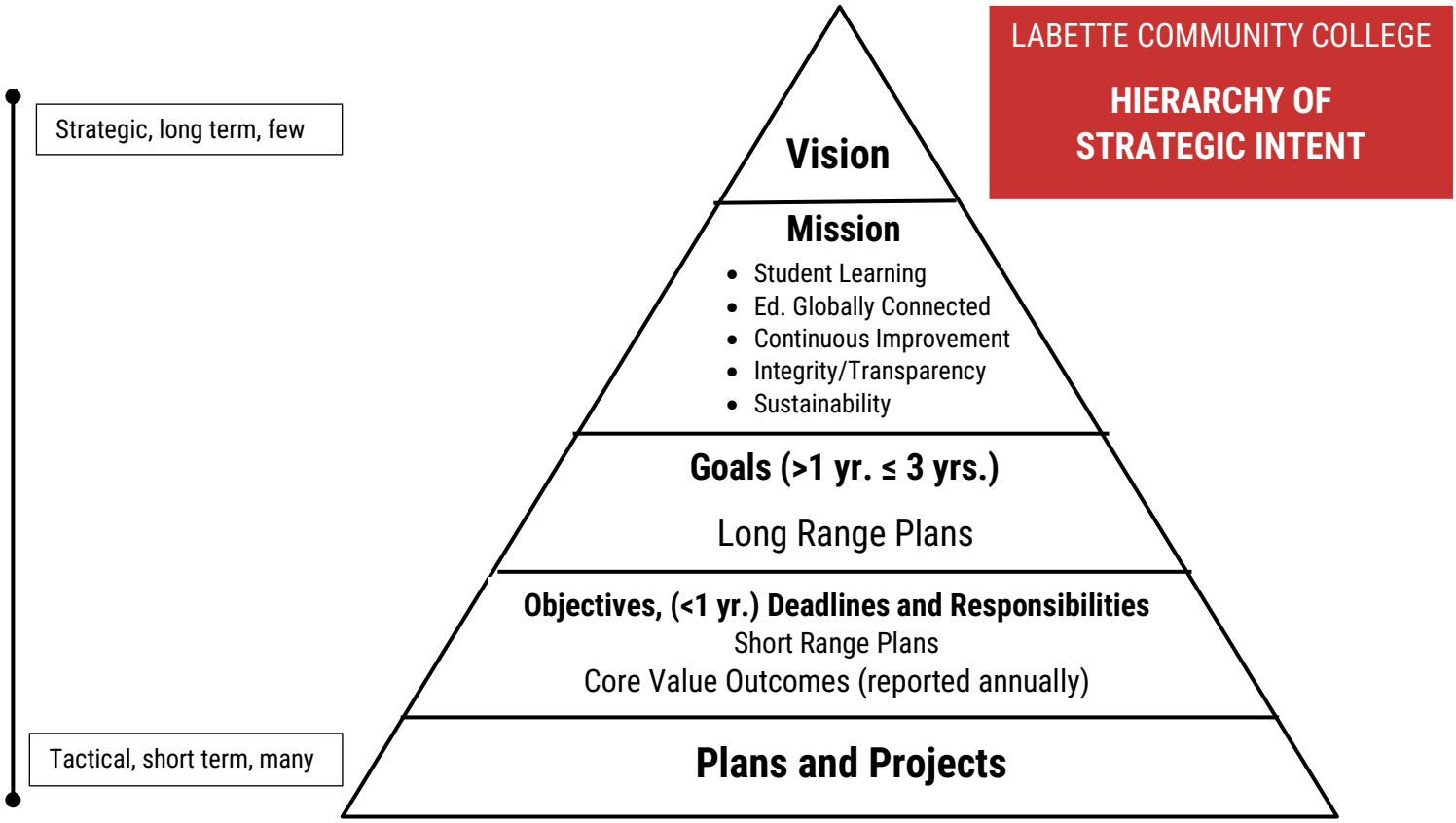
VISION STATEMENT

Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

MISSION STATEMENT

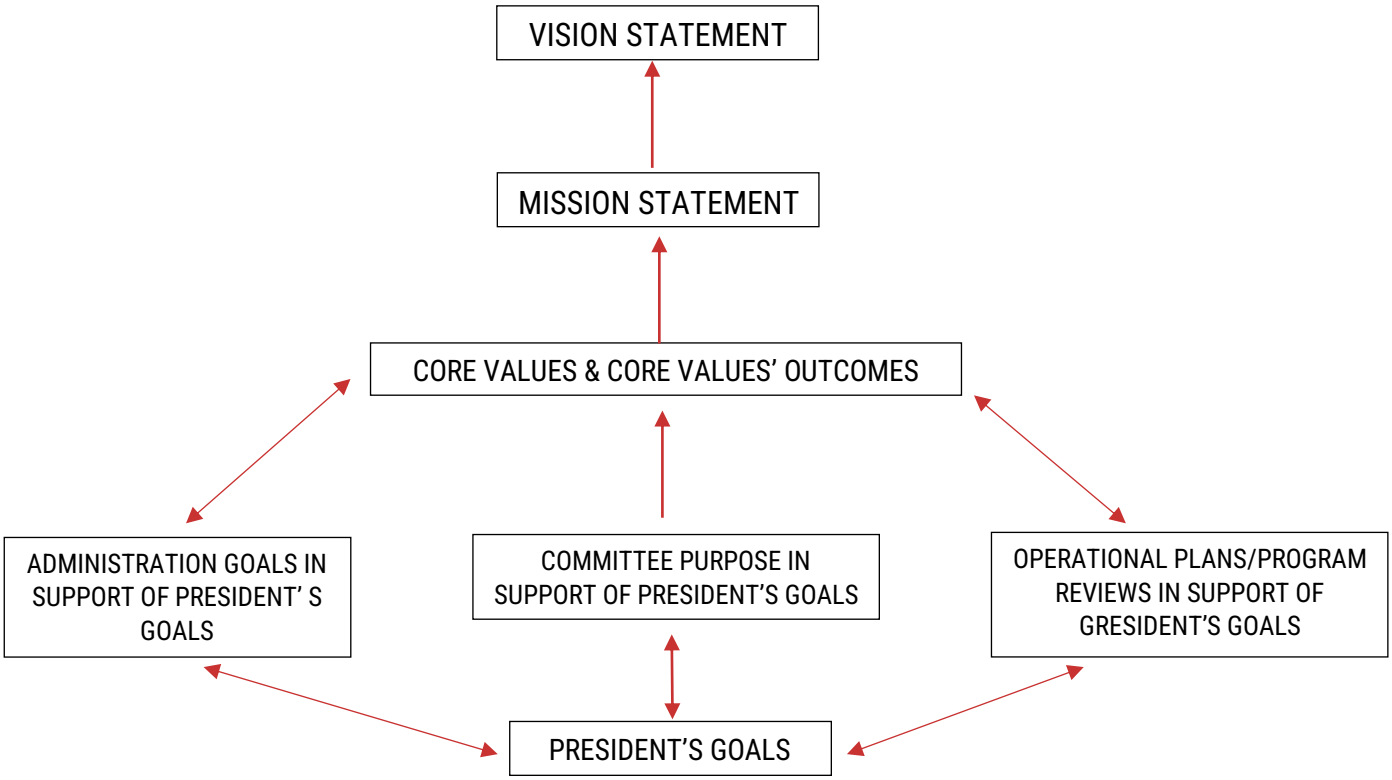
Labette Community College (LCC) provides quality learning opportunities in a supportive environment for success in a changing world.

Below is the Hierarchy of Strategic Intent which shows the relationships between global and more specific elements of LCC's strategy. The hierarchy construct is taken from the work of Alex Miller, University of Tennessee.



Strategic Planning Process

Our strategic planning process is depicted below. The conceptual model provides a guide as to how LCC's five major areas (Academic Affairs, Financial Affairs, Student Affairs, Public Relations, and Foundation) satisfy our mission.



LCC's Core Values more clearly define our mission in terms of student learning, global connections, continuous improvement, integrity and transparency, and institutional sustainability. Core Values include more specific outcomes which are supported in the Operational Plans. In order to fulfill our community college mission, goals must be set and achieved. Goals are long term in nature taking anywhere from one to three years to accomplish which fit the term length of LCC's Operational Plans. In our case, these area goals such as, Academic Affairs or Student Affairs, are linked to the Core Values.

Labette Community College

Core Values

Core Value 1: Student Learning

Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.

President: Build "quality learning opportunities" for students in our service area and beyond. Emphasis should include new Career and Technical Educational (CTE) and Workforce opportunities. LCC will partner with area business and industry to help fulfill their skilled labor needs. Quality general education continue will continue to remain core to our comprehensive community college philosophy.

1. Explore/implement new Workforce/CTE program which will benefit our service area. Examples might include: Workforce, Workforce Development program (2=2 with Pittsburg State University), Diesel Technology, CDL, Automotive, Plumbing, Railcar Repair, Industrial Maintenance, Welding in Baxter Springs or Residential Wiring. (As of AY19)
2. Increase the utilization of technology in the classroom (on ground or online). (As of AU19)
3. Increase the number of developmental student successes through the use of resources such as Student Support Services, concurrent enrollment, co-requisite courses, improved pathways, etc. (added AY19)
4. Improve our system of advising to be more effective. (added AY20)

Core Value Outcomes

1A. **Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.**

Academic Affairs

1. Provide a full-time/adjunct ratio that allows for the best learning opportunities for our students that our budget will allow. (As of AY20)
2. Support faculty when implementing additional instructional methods, such as a flipping the classroom, or when developing educational support sessions, such as education sessions for clinical instructors. (As of AY20)
3. Support the college through full participation in committee work by Academic Affair personnel and ensure committees are accomplishing their purpose statements. (As of AY20)
4. Support faculty to allow them to meet course and program outcomes. (As of AY20
5. Evaluate services that support learning and make adjustments as needed. (As of AY0)
6. Support increasing enrollment in CTE programs if number of applicants increse due to CTE Recruiter efforts. (As of AY20)
7. Recruit non-traditional students into health science programs. (As of AY20)
8. Utilize and take advantage of any grant opportunities to support updated techology in CTE programs. (As of AY20)

Financial Operations

1. Support the IDL system. (As of AY20)
2. Continue proctoring exams at the Cherokee Center and enforce procedures. (As of AY0)
3. Annually review sections of the policy and procedures manual and update as needed. (As of AY20)
4. Ensure that we operate within the parameters of the policy and procedures manual. (As of AY20)
5. Annual review the computer usage policy. (As of AY20)

Student Affairs

1. Continue to make connections between the core outcomes and student organization efforts. (As of AY20)
2. Continue to reduce barriers for military-connected students by working with campus administration to develop and update policies & procedures minimize barriers to military-connected students learning. (As of AY20)
3. Continue to administer Student Satisfaction Inventory and make modifications at the college based on the results. (As of AY20)
4. Develop policy and procedure for scheduling campus visits/tours to implement throughout “all campus”. (As of AY20)

Public Relations

1. Create design images/content in advertising which emulate student learning comes first at LCC. (As of AY20)

Core Value Outcomes

1B. **Strive to make the student's experiences with LCC positive, nurturing, and focused on student learning and academic success.**

Academic Affairs

1. Support student clubs and organizations by providing supplemental contracts to club and organization sponsors and ensure they are accomplishing their goals by assessing year-end reports. (As of AY20)
2. Support faculty when implementing additional instructional methods, such as a flipping the classroom, or when developing educational support sessions, such as education sessions for clinical instructors. (As of AY20)
3. Recruit highly qualified applicants for our academic programs. (As of AY20)
4. Promote diversity in all of our programs. (As of AY20)
5. Support program initiatives to implement practice exams and assessment tools to improve outcomes. (As of AY20)

Financial Affairs

1. Upgrade computer labs and laptop carts as needed to keep technology current. (As of AY20)
2. Perform maintenance and repairs on technology as needed. (As of AY20)
3. Support the ID card system. (As of AY20)

Student Affairs

1. Expand the Military-Connected Student Services Program, including enhancing the new lounge. (As of AY20)
2. Plan a monthly event for freshmen as a retention effort. (As of AY20)
3. Update the Student Lounge with upgraded computers. (As of AY20)
4. Support student organizations through student government allocations for their travel
5. Further enhance the Military-Connected Student Services Program. (As of AY20)
6. Develop a non-credit-bearing companion course for SSS participants enrolled in health science programs with the goal of increasing their retention, pass, and success rates in said programs. (As of AY20)
7. Expand the Student Support Services academic advising plan of operation.
8. Develop a monthly educational program for students to address mental health concerns. (As of AY2021)

Public Relations

1. Promotion of student success stories-through press releases, articles, advertising, social media. (As of AY20)

Core Value Outcomes

1C. **Make accessible a variety of services and programs that address learning needs.**

Academic Affairs

1. Fully support the Accelerated English Learning course as a new way to move our developmental English students through the course sequence more quickly. Assess its success. (As of AY20)
2. Fully support the Beginning Algebra with Review course as a new way to move our developmental math students through the course sequence more quickly. Assess its success. (As of AY20)
3. Continue to work with Student Support Service to increase the success of our developmental students, especially with new efforts to help students with extremely low scores and ABE efforts to move them forward. (As of AY20)
4. Monitor course enrollment trends and opportunities, and expand or reduce as needed. (As of AY20)
5. Evaluate KCOG alignment of newly approved courses. (As of AY20)
6. Support improved classroom and library learning environments (As of AY20)
7. Support faculty-student mentoring to promote academic success. (As of AY20)

Financial Affairs

1. Offer payment plans to students as a way of removing the financial barrier. (As of AY20)
2. ADA Coordinator will work with students to provide reasonable accommodations. (As of AY20)
3. Perform the financial reporting for the Title IV grants. (As of AY20)
4. Promote accessibility training for faculty and staff. (As of AY20)

Student Affairs

1. Increase students applying for student financial aid. (As of AY20)
2. Support the Student Support Services program in aiding in academic needs. (As of AY20)
3. Implement additional tutoring modalities such as asynchronous web-based interaction to address the needs of students whose primary mode of attendance is not daytime at the Main Campus. (As of AY20)
4. Implement on-site tutoring and mentoring to target area high school freshman and sophomore Talent Search participants. (As of AY20)

Core Value Outcomes

1D. Use technology to expand opportunities for student learning and student services.

Academic Affairs

1. Utilize Smartboards to improve student learning (As of AY20)
2. Explore alternate distance delivery systems such as Zoom rooms. (AY21)
3. Support technology needed to improve course offerings including on-line resources, simulation courses and clinical courses. (As of AY20)
4. Support maintenance of current lab equipment purchase of required lab supplies and equipment as much as possible to meet the needs of students given our budget constraints. (As of AY20)
5. Support and promote accessibility trainings as they occur. (As of AY20)

Financial Affairs

1. Offer training to faculty and staff to get the most from our technology. (As of AY20)
2. Support Smartboards and other classroom technology. (As of AY20)
3. Encourage staff to participate in Jenzabar module trainings. (As of AY20)

Student Affairs

1. Work to automate more financial aid processes utilizing Jenzabar. (As of AY20)
2. Create a video blog geared toward students to post on social media cites pertaining to student academic success. Will focus on academic resources, overcoming hurdles, and hints for success. (As of AY20)

Core Value Outcomes

1E. Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

Academic Affairs

1. Address the workforce training needs of our service area by offering appropriate courses at their places of business or on our main campus, Workforce Training Center, Cherokee Center, online, or extension sites. (As of AY20)
2. Explore/implement new sustainable programs or educational opportunities which will benefit our service area, business and industry, and articulate or transfer into university settings for continued educational opportunities. (As of AY21)
3. Also explore/implement more computer application courses with local businesses: for example, Excel Boot Camps. (As of AY20)
4. Continue to evaluate online courses with the goal of ensuring quality, consistency, improving retention, and accessibility. (As of AY20)
5. Explore additional course and resource opportunities at the Cherokee Center including 8 week courses. (As of AY20)
6. Address any accrediting agency recommendations. (As of AY20)
7. Evaluate the implementation of Program Review Action Plans. (As of AY20)
8. Explore/Expand fitness class opportunities to Cherokee Center if possible. (As of AY20)

Financial Affairs

1. Support the classes and programs offered at the Cherokee Center. (As of AY20)
2. Enroll students coming into the Cherokee Center. (As of AY20)
3. Gather data for program reviews and serve on the committees. (As of AY20)
4. Maintain the Agency Funds for the student organizations. (As of AY20)
5. IT will support the online environment. (As of AY20)
6. Support activities on campus and at the Cherokee Center. (As of AY20)
7. Assist with the Athletic Expansion (As of AY21)

Student Affairs

1. Increase student life activities/student organizations on Main Campus, at the Cherokee Center, and with online students. (As of AY20)
2. Increase admissions activities at the Cherokee Center. (As of AY20)
3. Financial Aid will work with Admissions to make FAFSA completion a part of Senior/Junior Day. (As of AY20)
4. Make scholarship application available in October and accept a six semester transcript for freshmen academic scholarships. (As of AY20)
5. Investigate new Jenzabar Financial Aid module as an option to PowerFAIDS. (As o AY20)

Core Value 2: Education for a Globally Connected World

Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

President: Prepare our students for the interconnected, interdependent, and globally diverse society.

1. Make the Main Campus and Cherokee Center available to community organizations, school groups, and activities. (As of AY19)
2. Since LCC is an important part of the community, county, and service area, LCC employees are encouraged to participate in community clubs and activities. (As of AY19)
3. Add more program and institutional articulation agreements to strengthen LCC's ties with state and regional universities. (As of AY19)
4. Increase LCC diversity through an increase in our international student presence. Investigate an Intensive English program in the summer to help prepare international students for course work.

Core Value Outcomes

2A. Improve and expand linkages with educational partners and community agencies for mutual benefit.

Academic Affairs

1. Continue to strengthen our current SB155 course offerings. (As of AY20)
2. Have faculty advisors encourage students to complete specific certificates and degrees, rather than allowing them to enroll in any course, which may result in an Associate in General Studies degree or no degree completion at all rather than their intended degree. (As of AY20)
3. Continue to expand program and institutional 2+2 Articulation and/or Affiliation Agreements to strengthen ties with state and regional universities. (As of AY20)
4. Continue to expand our course and Articulation Agreements with are high schools. (As of AY20)
5. Continue to prepare our students for the workforce in all programs the college has to offer. (As of AY20)
6. Work with various agencies to improve and expand services. (As of AY20)
7. Continue to add and strengthen relationships with clinical sites. (As of AY20)
8. Explore partnerships with nationally and regionally recognized programs. (As of AY20)
9. Build partnerships with area businesses and organizations. (As of AY20)
10. Work with the Chamber of Commerce to increase community awareness of library services. (As of AY20)
11. Pursue Sociology/Social Work practicum affiliated agreements. (As of AY20)

Financial Affairs

1. Maintain the financial records for the Carl Perkins grant. (As of AY20)
2. Support the Excel in CTE reporting requirements. (As of AY20)
3. Meet the deadlines of the Excel in CTE reporting requirements. (As of AY20)
4. Assist in the financial evaluation of the new SB155 programs and offerings. (As of AY20)
5. Promote the Cherokee Center more within the community. (As of AY20)

Student Affairs

1. Transition Talent Search grant objectives towards more student involvement in a rigorous curriculum that will open more scholarship opportunities for its participants. (As of AY20)
2. Explore the development of electronic submissions for financial aid paperwork. (As of AY21)
3. Explore possibilities of partnering with local University to allow military-connected student to attend LCC and participate in University ROTC program. (As of AY20)
4. Explore possibilities of partnering with local Veteran Service Organizations, mental health organizations, and community services organizations to support military connected student. (As of AY20)
5. Explore training peer and professional tutors in Adult Mental Health First Aid. (As of AY21)

Public Relations

1. Engage community service organizations with the speaker's bureau. (As of AY20)
2. Promote mission of the college, both internally and externally, through campus & community events. (As of AY20)

Core Value Outcomes

2B. Respond to the diverse learning needs of our community.

Academic Affairs

1. Strengthen our personal enrichment educational offerings in response to the needs of our community. (As of AY20)
2. Explore offering courses for non-degree seeking students. (As of AY20)
3. Support inclusion of class projects that reflect diversity. (As of AY20)
4. Explore Continuing Education seminars for community and business needs. (As of AY20)

Financial Affairs

1. Provide support for Diversity Committee activities. (As of AY20)
2. Promote Safe Zone and Green Zone training to staff. (As of AY20)
3. Continue to improve online accessibility. (As of AY20)
4. Provide reasonable accommodations for ADA students. (As of AY20)
5. Provide accessibility training to improve student learning. (As of AY20)

Student Affairs

1. Continue military-connected sensitivity training and provide faculty and staff multiple opportunities to learn about and support the military-connected student population. (As of AY20)
2. Implement more formalized methods of training VA work study. (As of AY20)
3. Talent Search will conduct additional FAFSA nights. (As of AY20)
4. Student Success Center and Talent Search will implement formalized methods of training and developing Peer Tutors. (As of AY20)

Core Value Outcomes

2C. Increase the availability of skilled workers to meet the needs of the community and the State.

Academic Affairs

1. Ensure all CTE courses and programs utilize industry-recognized assessment tools, and that all programs fully participate in KBOR alignment opportunities when scheduled to do so. (As of AY20)
2. Ensure all HLC and KBOR requirements are adhered to when starting new programs. (As of AY20)
3. Hire appropriate faculty/coordinators to teach program courses at appropriate locations while meeting enrollment/retention/graduation goals. (As of AY20)
4. Evaluate CTE programs in regards to meeting enrollment/retention/graduation goals. (As of AY20)
5. Support methods to improve objective measures utilized in student selection processes. (As of AY20)
6. Support newly hired welding instructors at PSH and LCHS. Determine if we will hire a welding instructor at Baxter Springs High School. (As of AY20)

Financial Affairs

1. Support the new Workforce Training Center. (As of AY20)

Core Value Outcomes

2D. Engage students in contributing to the well-being of their community through community service.

Academic Affairs

1. Encourage faculty to include community service projects and activities as part of their courses. (As of AY20)
2. Encourage Academic Affairs staff to participate in community services opportunities themselves. Often times these opportunities lend themselves to engaging students. (As of AY20)
3. Encourage Academic Affairs staff to complete WIKI's to share community outreach opportunities in our annual report. (As of AY20)
4. Encourage faculty and directors to find meaningful projects for their students to participate in. (As of AY20)
5. Encourage programs, as applicable, to have more projects off campus in support of nonprofit organizations. (As of AY20)

Student Affairs

1. Expand a community service project for all SGA organizations to participate in. (As of AY20)

Core Value Outcomes

2E. Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.

Academic Affairs

1. Investigate an Intensive English program, perhaps in conjunction with PSU, to help prepare international students for course work in the fall. (As of AY20)
2. Utilize ABE testing or other computerized testing to assess international students to address deficiencies and to try to improve just those deficiencies to get them through a course of action to have them ready to take college courses as quickly as possible. (As of AY20)
3. Expand our face-to-face concurrent offerings and our online offerings to high school students as concurrent offerings. (As of AY20)
4. Provide course development funding to encourage adding and improving course offerings and delivery methods to meet the needs of our programs and students. (As of AY20)
5. Work with schools to develop additional pathways. (As of AY20)

Financial Affairs

1. Cherokee Center will continue to assist and support international students. (As of AY20)

Student Affairs

1. Develop a companion course for SSS participants enrolled in developmental math courses with the goal of increasing their retention, pass, and success rates in said courses. (As of AY20)
2. Expand TEAS review course. (As of AY20)

Core Value 3: Continuous Improvement

Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement.

President: Work to improve internal communication as a foundational element of institutional effectiveness. (As of AY2021)

Continue to pursue Professional Development opportunities for our employees.

All LCC employees are encouraged to read articles about research-based teaching strategies in classrooms, effective use of college activities, or best practices and benchmarks we could incorporate in our processes. (As of AY19)

Core Value Outcomes

3A. Improve the system of defining and assessing student learning outcomes.

Academic Affairs

1. Support satisfaction surveys. (As of FY20)
2. Support maintaining student records. (As of FY20)
3. Support examination of end-of-program Student Learning Outcomes. (As of FY20
4. Support development of a patient-centered simulation scenario exam for nursing. (As of FY20)

Financial Affairs

1. Support Academic Affairs in gathering information for assessing student learning outcomes (As of AY21)

Student Affairs

1. Continue to administer and utilize the Student Satisfaction Inventory. (As of AY20)

Core Value Outcomes

3B. Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.

Academic Affairs

1. Support efforts to increase student recruitment, retention, and graduation rates in all departments and among all student groups. (As of AY20)
2. Support innovative online course development and practices. (As of AY20)
3. Support continuing education for adjunct faculty through Monday Morning Mentor presentations. (As of AY20)
4. Support efforts of CTE Recruiter to increase program applications (As of AY20)
5. Continue to review and revise online best practices, online handbook, and online teaching course to support instructors. (As of AY20)

Financial Affairs

1. Implement salary increases for all employees when possible. (As of AY20)
2. Oversee the hiring process. (As of AY20)
3. Review the evaluation process to determine if improvements can be made. (As of AY20)

Student Affairs

1. Continue to enhance the role of the Case Manager/Advisor position in serving students as well as supporting training. (As of AY20)
2. Military-Connected Student Services Coordinator & VA student worker to attend Kansas School Certifying Official Workshop. (As of AY20)

Core Value Outcomes

3C. Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning and strengthen leadership skills.

Academic Affairs

1. Explore with KBOR the idea of establishing regional professional development activities for CTE programs and creating a mentoring program/networking opportunities for similar community colleges. (As of AY20)
2. Provide for faculty growth through the use of professional development funds. (As of AY20)
3. Promote local professional development of faculty to strengthen programs. (As of AY20)
4. Encourage Academic Affairs personnel to read articles about research-based teaching strategies, effective use of other college activities, or best practices and benchmarks that we could incorporate at LCC. Share this information in our HLC depository to demonstrate environmental scanning. (As of AY20)
5. Support certification programs, continuing education modules, professional development opportunities, webinar reviews, and CEU opportunities to support our faculty. (As of AY20)
6. Support submission of work for competition/publication. (As of FY20)
7. Support all accessibility opportunities to learn more about it, including WSU Tech's Accessibility Summer Camp. (As of FY20)

Financial Affairs

1. Conduct professional development/training opportunities for faculty and staff: New Employee Orientation, Title IX, Redzone, Jenzabar, Red Flag, Safety, ALICE, Blood Borne Pathogens, EEO for hiring committees and Diversity Training. (As of AY20)
2. Oversee the faculty professional development accounts. (As of AY20)
3. Assist staff and faculty with arrangements for professional development activities. (As of AY20)
4. Conduct leadership activities for supervisors. (As of AY20)

Student Affairs

1. Seek out a professional development opportunity in the area of enrollment management and retention. (As of AY20)
2. Attend a Diversity Conference pertaining to Student Recruitment and Retention. (As of AY21)
3. Military-Connected Student Services Coordinator to attend conference related to military connected students. Seek out retention focused training for Student Life Specialist. (As of AY20)
4. Student Support Services will attend professional development to increase services for SSS participants with disabilities. (As of AY20)

Public Relations

1. Seek professional development, such as NCMPR or Graphic Design conference. (As of AY20)

Core Value Outcomes

3D. Improve the utilization of human, physical, technological, and fiscal resources.

Academic Affairs

1. Provide a budget that supports the best possible learning opportunities for our students at the main campus, Cherokee Center, area high schools, and through hybrid, online, and IDL offerings. (As of AY20)
2. Ensure the Academic Affairs office remains a viable, functioning unit fully in support of our mission statement as multiple retirements and open positions affect the infrastructure of this area. (As of AY20)
3. Explore software needs to improve programs (As of AY20)

Financial Affairs

1. Have strong financial policy and procedures in place. (As of AY20)
2. Thoroughly review all expenditures. (As of AY20)
3. Human Resource office will support and maintain human capital resources for staff, including transfer, resignation or retirement. (As of AY20)
4. Perform deferred maintenance to buildings to prevent a backlog of deferred maintenance issues. (As of AY20)
5. Continue to review and improve IT security. (As of AY20)

3D. Improve the utilization of human, physical, technological, and fiscal resources.

Student Affairs

1. Hire an additional general academic advisor. (As of AY20)
2. Improve the quality of reporting by hiring an IR person to complete required reports and free up staff in at least three departments. (As of AY21)
3. Focus attention on Phase 2 of our Capital Campaign which is the addition of enhanced athletic facilities, including a new facility and renovation of the current facility. (As of AY20)
4. Build restrooms and storage space at off campus fields for basic equipment. (As of AY20)
5. Resurface Baseball and Softball fields. Replace old irrigation issues. (As of AY20)
6. Replace scoreboards at baseball and softball fields. (As of AY20)
7. Purchase side basketball goals and a new volleyball net for the gymnasium. (As of AY20)
8. Purchase dividing curtain for the gymnasium. (As of AY21)
9. Purchase wrestling mats for wrestling room. (As of AY21)
10. Hire a maintenance staff member dedicated to the new Athletic Department facilities once built. (As of AY20)

Core Value 4: Integrity and Transparency

Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.

President: Improve program outcomes' data integrity to inform both internal and external constituents about the effectiveness of our programs. (As of AY20)

Improve college website accessibility and RedZone Coursework accessibility. (As of AY20)

Core Value Outcomes

4A. Improve tracking of and access to data to meet the needs of the institution and external contingencies.

Academic Affairs

1. Support survey tools to assist with tracking efforts. (As of AY20)
2. Support creating of reports to maintain program eligibility. (As of AY20)
3. Prepare KBOR performance agreements approvals. (As of AY20)
4. Prepare Perkins Core Indicators of Performance for CTE programs. (As of AY20)
5. Ensure academic program reviews accurately reflect the enrollment in our programs, the needs of our programs, and that the needs are pursued through the date on Perkins performance indicators, accreditation, and licensure exam pass rates when applicable. (As of AY20)

Financial Affairs

1. Provide reports as needed for decision making. (As of AY20)
2. Provide reports to Kansas Board of Regents and Kansas Association of Community College Trustees as needed. (As of AY20)
3. Make modifications to improve website accessibility for students and the public. (As of AY20)

Student Affairs

1. Support the HLC and KBOR reporting efforts. (As of AY20)
2. Admissions will work to more effectively use Jenzebar's "funnel" feature to track students from prospect to enrollment. (As of AY20)
3. Improve tracking of student retention and graduation rates for military connected students. (As of AY20)
4. SSS will implement a comprehensive recruiting strategy to focus on eligible students who are first time college students. (As of AY20)

Public Relations

1. Update tracking system of Public Relations requests. (As of AY20)
2. Update style manual (As of AY20)

Core Value Outcomes

4B. Promote responsible stewardship of resources and public trust.

Academic Affairs

1. Support the writing of grants to provide funding for program opportunities. (As of AY20)
2. Support the enhanced athletic facility once it is completed. (As of AY20)
3. Explore additional continuing education opportunities to maximize facility use and revenue generating opportunities for the health sciences. (As of AY20)
4. Offer additional short-term training credentials. (As of AY20)

Financial Affairs

1. Participate in an annual financial audit. (As of AY20)
2. Respond to request for information under the Kansas Open Records Act. (As of AY20)
3. Adhere to the LCC purchasing policy. (As of AY20)

Student Affairs

1. Investigate grant opportunities to enhance student services. (As of AY20)

Public Relations

1. Create/update fact cards, and other forms of marketing materials which show transparency in funding. (As of AY20)

Core Value Outcomes

4C. Enhance the college image to stakeholders to generate business and community support by communicating the value and benefit of the college.

Academic Affairs

1. Support the development of materials and/or possible external consultation in preparation for program site visits and self-study reports. (As of AY20)

Student Affairs

1. Continue to promote the college image as local civic organizations, in the media, and through other efforts. (As of AY20)

Public Relations

1. Add social media platforms if applicable. (As of AY20)
2. Target marketing and advertising for new programs at the Workforce Training Center. (As of AY20)
3. Redesign of brochures. (As of AY20)
4. Redesign of viewbooks. (As of AY20)
5. Increase enrollment advertising via social media platform. (As of AY20)

Foundation

1. Seek in-kind gifts for Health Science programs. (As of AY20)
2. Meet the Mabee Challenge (As of AY21)
3. Work to ensure proper donor recognition takes place as construction on Athletic and Wellness Center progresses (As of AY21)

Core Value Outcomes

4D. Strengthen internal communication practices.

Academic Affairs

1. Support implementation of departmental curriculum calendar mapping. (As of AY20)
2. Strengthen internal communication by sharing academic affairs departmental information pertaining to course changes, program changes, departmental changes, etc. more frequently throughout the institution. (As of AY21)

Student Affairs

1. Enhance the student planners. (As of AY20)
2. Develop a comprehensive calendar for all student organizations' activities. (As of AY20)
3. Create a master calendar/checklist for the Admissions Department to communicate recruitment events. (As of AY20)
4. Implement internal messaging system in Financial Aid. (As of AY21)

Core Value 5: Sustainability of the Institution

Labette Community College encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing agency guidelines.

President: Complete Capital Campaign in support of enhanced athletic facilities for instructional as well as community activities. (As of AY19)

Maximize enrollment, retain students through completion of the college career goals, pass Board exams if needed, and find intended jobs or successfully transfer to four-year institutions. (For AY2022 add the following text: LCC transfer students will perform equally to, or better than, native university students) (As of AY2021)

Develop and implement a strategic enrollment management plan to increase enrollment, retention, and completion. (As of AY2021)

Begin work to improve current gymnasium and complete athletic and academic new construction by Fall, 2021. (As of AY2021)

Identify areas for deferred maintenance needs, such as rest rooms, and make plans to prioritize and complete these projects. (As of AY19)

Increase the number of alumni events. (As of AY2021)

Build the alumni database to include student information which might be helpful for future planning. (As of AY2021)

Increase the first to second year retention rates of first-time, full-time college-ready freshmen to 62%. (As of AY2021) Included in the HLC 4 Year Report

Increase the retention rate of academically unprepared students who participate in our Student Support Services program to surpass our goal of 63.2%. (As of AY2021)

Core Value Outcomes

5A. Achieve targeted growth through an integrated enrollment management process.

Academic Affairs

1. Support the enrollment management process. (As of FY20)
2. Support new advising course and resulting outcomes based on the outcomes. (As of FY20)

Financial Affairs

1. Support the enrollment management process. (As of AY20)

Student Affairs

1. Research, develop, and implement a formal Enrollment Management Plan. (As of AY20)
2. Increase enrollment through new programs, enhanced recruitment efforts, and new partnerships. (As of AY20)
3. Increase the number of students earning degrees and certificates. (As of AY20)

Core Value Outcomes

5B. Enhance student opportunities through increased scholarships and endowments.

Academic Affairs

1. Pursue establishing a Health Science Technology and Endowment Fund or develop a different long-range plan within the Foundation to meet the growing needs for technology and equipment in the Health Sciences. (As of AY20)
2. Seek funding for additional review courses from national vendors. (As of AY20)
3. Seek to identify sources of outside funding to supplemental shrinking Perkins grant money (As of AY20)

Financial Affairs

1. Assist the Foundation as needed with the Auction and other scholarship opportunities. (As of AY20)
2. Assist with Capital Campaign as needed. (As of AY20)

Student Affairs

1. Increase academic scholarships for students who meet the requirements. (As of AY20)
2. Increase scholarships for student athletes to the level the NJCAA allows. (As of AY20)
3. Increase scholarships for international students. (As of AY20)
4. Increase scholarships for military connected students. (As of AY20)

Public Relations

1. Promote Annual Scholarship Auction. (As of AY20)
2. Acquire donation, decorations, event planning for scholarship auction. (As of AY20)

Foundation

1. Research other Kansas Community College Alumni Associations in order to make a plan to improve LCC's alumni engagement (As of AY21)
2. Successfully conclude Capital Campaign (As of AY21)
3. Increase the number of alumni events. (As of AY21)
4. Build the alumni database to include student information which might be helpful for future planning. (As of AY21)

Core Value Outcomes

5C. Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

Academic Affairs

1. Support increase of instructor pool by reaching out to previous graduates and by promoting retention and recruitment of faculty. (As of FY20)
2. Develop partnerships with other programs and businesses to enhance instructional opportunities. (As of FY20)

Financial Affairs

1. Host the holiday luncheon. (As of AY20)

Student Affairs

1. Continue implementing the International Student Recruitment Proposal to increase the number of international students at the college. (As of AY20)
2. Investigate opportunities to share cost of student life programming opportunities with other colleges in the area. (As of AY20)
3. Investigate new software for the college catalog that is easier to use and provides more formatting options. (As of AY20)
4. Identify, recruit, and retain processional tutors in the areas of health science and math. (As of AY20)
5. Prepare and submit an application to the Department of Education to re-fund the Talent Search grant in FY2021. (As of AY21)

Labette Community College

Core Values

Institutional Effectiveness by Core Values FY2021

		Core Value Level of Achievement
1.	**Student Learning** Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.	**81.3%**
2.	**Education for a Globally Connected World** Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.	**73.8%**
3.	**Continuous Improvement** Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement.	**83.0%**
4.	**Integrity and Transparency** Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.	**72.7%**
5.	**Sustainability of the Institution** Labette Community College encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing agency guidelines.	**84.0%**

Labette Community College

Core Values

LCC faculty, staff, and administration have attempted to demonstrate how well we have satisfied our five Core Values during the 2020-2021 Academic Year.

Data Generation
Data generated to measure how well we are fulfilling our Core Values derives from our Operational Plans. In the example below, (Core Value 1, Outcome 1B, Objective 1) The Math Department will continue to revise, edit and improve the department generated College Algebra Textbook and seek to make it an interactive resource within RedZone. Once the academic year was completed, a rating was determined by the department responsible for the objective. In this case, the department assigned a three out of a possible four to the *Satisfactory level of objective completion.*

Core Value 1: Student Learning

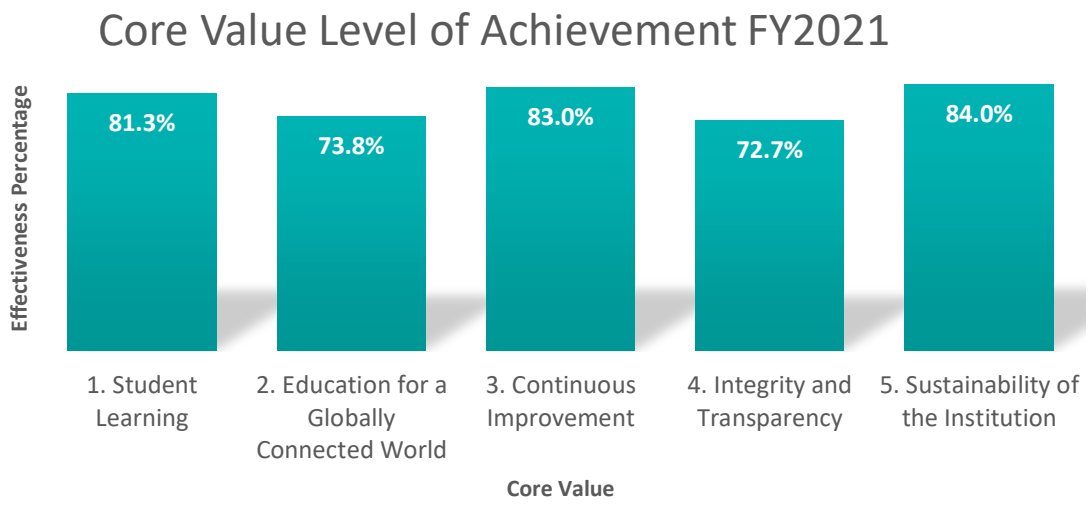
Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.

Outcome 1A: Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.

Objective 1	The Math Department will continue to revise, edit and improve the department generated College Algebra Textbook and seek to make it an interactive resource within RedZone.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
	Department Budget:	Student Fees (New/Existing) $
Exp. Completion	Ongoing	
Objective Relevance to Outcome (4: Extremely Relevant 1: Slightly Relevant)	Rating: 3 out of 4 Rationale: The Math Department hopes to make use of web pages and Jing videos to create an interactive web version of the college algebra textbook.	
Satisfactory level of objective completion (4: Extremely Effective 0: Not at all Effective)	Rating: 3 out of 4 The new textbook has served the purpose for which it was created. Supplemental online resources have been created and are being posted to RedZone.	

Data Collection

These numbers are collected from the five areas of the college (Student Affairs, Financial Affairs, Academic Affairs, Foundation/Alumni, and Public Relations) and aggregated by Core Value. Consequently, in the case of the Math Objective, the chart below includes the 3 out of 4 score as part of the Core Value 1 aggregate for an overall level of satisfaction of 81.3%.



Operational Plans are reviewed by members of the President's Council three times during the course of the year. Operational Plans are built, then reviewed midyear, and finally evaluated at the end of the academic year. Objectives which were partially completed are either carried over the next academic year's plans or discontinued depending on the situation. All results are reviewed to determine what can be done to improve. For example, in order to be transparent about student success (part of Core Value #4), surveys were sent to students who have graduated. Graduates have moved forward in their careers or have transferred to four-year colleges and oftentimes, do not respond to surveys. This affects our ability to collect data to share with others. As a result, we will do a better job of informing and encouraging students while in our programs to respond to our surveys.

Labette Community College

Timeline for Operational Plans

1. All administrative areas other than Academic Affairs (which was done in May) will:
   a) Update the FY2021 plans, including additional carryover plans from FY2020.
   b) Complete the FY2020 Operational Plan reports (add results and comments, and change estimated costs to actual costs if possible) and submit to President's Office for Fiscal Year 2020 Annual Report.

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1. President's Cabinet reviews, modifies and approves carry over report containing list of items not completed in FY2020 to be completed in FY2021, then send to all LCC. This should be sent to all LCC only after the BOT budget work sessions in July.
2. Prior to in-service, which is scheduled for the week of August 10-14, President's Cabinet reviews and recommends any changes to the Academic Affairs FY2022 and FY2023 Operational Plans.
3. Student Affairs, Finance and Operations, Foundation, and Public Relations will use the Academic Affairs FY2022 and FY2023 Operational Plans to:
   a) Update or revise their first four areas of their Operational Plans for FY2022 and FY2023 (Objectives, Estimated Cost, Expected Completion Date, and Relevance to Outcome rating and rationale)
   b) Share their reports with the other administrative areas
   c) Submit to the President's Office by November 15 for Assistant to combine into one document.

4. President's Office prepares FY2020 Annual Report for the September BOT meeting. The Annual Report consists of:
   a) Administrative Goals document (Goals from President, Academic Affairs (DOI, CTE, Library, ABE, Workforce) Student Affairs, Finance Operations, Foundation/Alumni, and Public Relations.)
   b) Timeline
   c) Organizational charts (HR)
   d) Highlights
   e) Student satisfaction inventory (not for 2020 due to COVID, no spring semester)
   f) Completed Operational Plans FY20
   g) Student Organization Annual Report
   h) Program reviews (list of completed program reviews FY2020)
   i) KBOR Performance Agreement
   j) Committee Support of Core Values

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1. Board of Trustees reviews Annual Report for FY2020. (Following their review, the President's Office emails the annual report to IT to prepare PDF for October report.)

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1. Board of Trustees reviews Report of Student Learning.
2. Strategic Planning Committee will review the completed FY2020 Annual Report, FY2021-2023 President/Administrative Goals, and review the Report of Student Learning.
3. IT Department will convert the Annual Report and Report of Student Learning into a PDF and post it to the President's Office page on the website. The President's Office will send out an email campus wide to announce the posting of both reports.

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1. Student Affairs, Finance and Operations, Foundation, and Public Relations will submit FY2022 and FY2023 Operational Plans to President's Office and will share them with the other administrative areas.

1. Mid-year update report of FY2021 Operational Plans by all departments due to Executive to the President.
2. The President's Office integrates FY2022 and FY2023 Operational Plans from all areas into one plan.
3. DOI begins evaluating Student Learning Outcomes' and Program Outcomes' results for the Fall 2020 semester in preparation to share with faculty at February Faculty/Staff meeting. Academic Affairs Assistant obtains the data from Database Administrator.

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1. President's Council will begin to review the FY2022 and FY2023 Operational Plans from all administrative areas.
2. President develops President's Goals for FY2022

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1. President's Council will complete its review of the FY2022 and FY2023 Operational Plans from all administrative areas and approve the FY2022 Operational Plans.
2. Strategic Planning Committee will begin to review the FY2022 Operational Plans from all administrative areas after President's Council completes its review.
3. President's Council reviews and revises their Goals based on President's FY2022 Goals. (This is the first step of the next cycle.)

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1. Strategic Planning Committee will complete the review of FY2022 and review FY2023 Operational Plans (Objectives, Estimated Cost, Expected Completion Date, Objective Relevance to Outcome Rating and Rationale) from all areas.
2. President's Council will review the current Operational Plan. Any changes will be applied to the FY2023 Operational Plans.

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1. President's Office sends the revised Goals to all LCC. (Early April)

1. Academic Affairs departments will:
   a) Complete the FY2021 Operational Plan report (add Satisfactory level of objective completion and Rationale, and change estimated costs to actual costs if possible) and submit to Jennifer Thompson.
   b) President's Assistant will combine all Academic Affairs FY2021 Operational Plans.
   c) President's Assistant will complete Academic Affairs FY2021 Carryover Report and insert them into the FY2022 Academic Affairs Operational Plans after review by VP and DOI.
   d) Update the first four areas of the Operational Plans for FY2023 and write the FY2024 (Objectives, Estimated Cost, Expected Completion Date, and Objective Relevance to Outcome Rating and Rationale) and submit to President's Assistant. Be sure to use the Goals from President, VP's and Dean for guidance. (The FY2022 plans go into effect July 2021 while faculty members aren't under contract, so FY2024 is considered here as being 2 years out).
   e) Faculty will complete Highlights FY2021 list on WIKI.
2. Committee Chairs submit Committee Support of Core Values FY2021 to VPAA.

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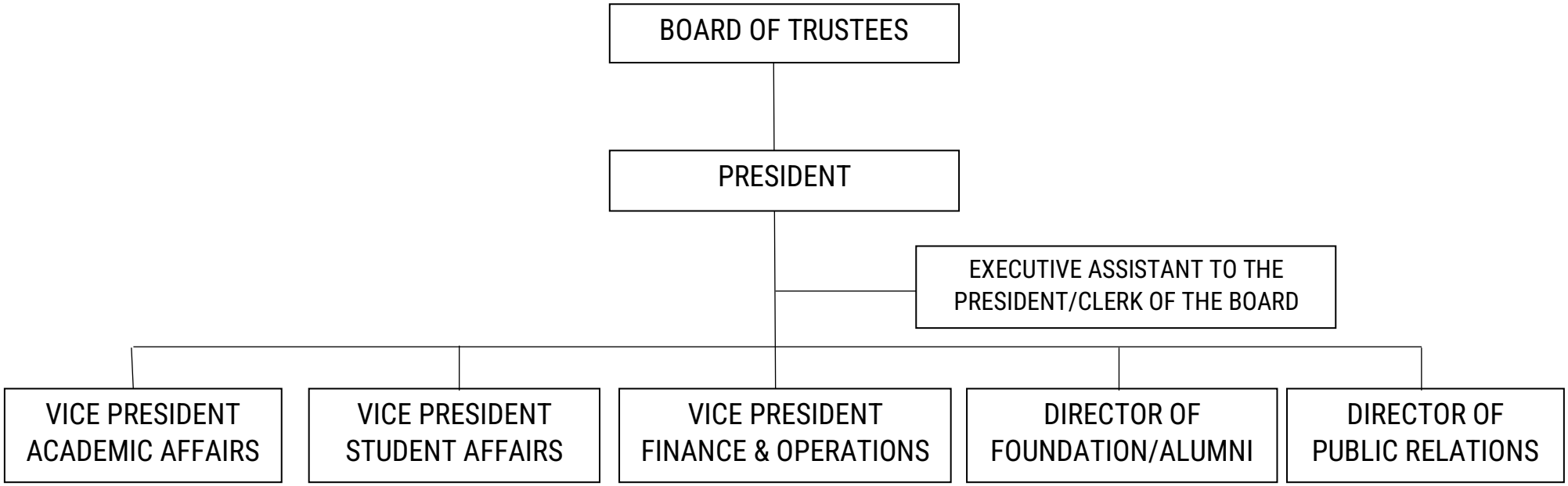
1. All administrative areas other than Academic Affairs (completed in May) will:
   a) Complete the FY2021 Operational Plan reports (add Satisfactory level of objective completion and Rationale, and change estimated costs to actual costs if possible) and submit to President's Office to prepare for the annual report.
   b) Review and approve FY2021 WIKI Highlights list and submit to President's Office to prepare for the annual report.
2. Committee Chairs will submit the Committee Support of Core Values to prepare for the annual report.
3. VPSA will submit the Student Organization Annual Report to prepare for the annual report.
4. HR will submit the organizational chart to the President's Office to prepare for the annual report.
5. DOI begins evaluating Student Learning Outcomes' and Program Outcomes' results in preparation to share with Faculty at Fall Inservice.

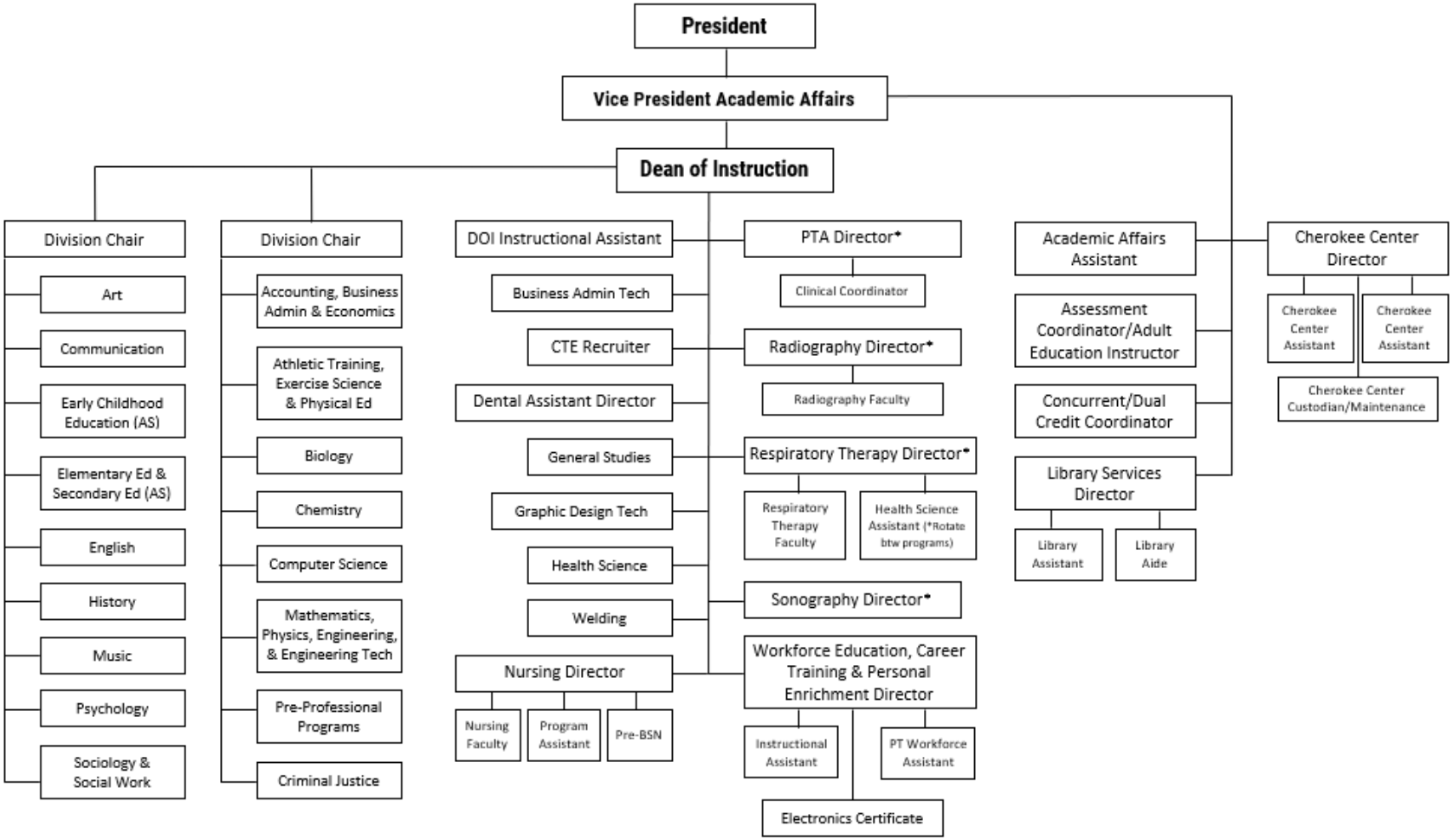
Labette Community College

Organizational Charts

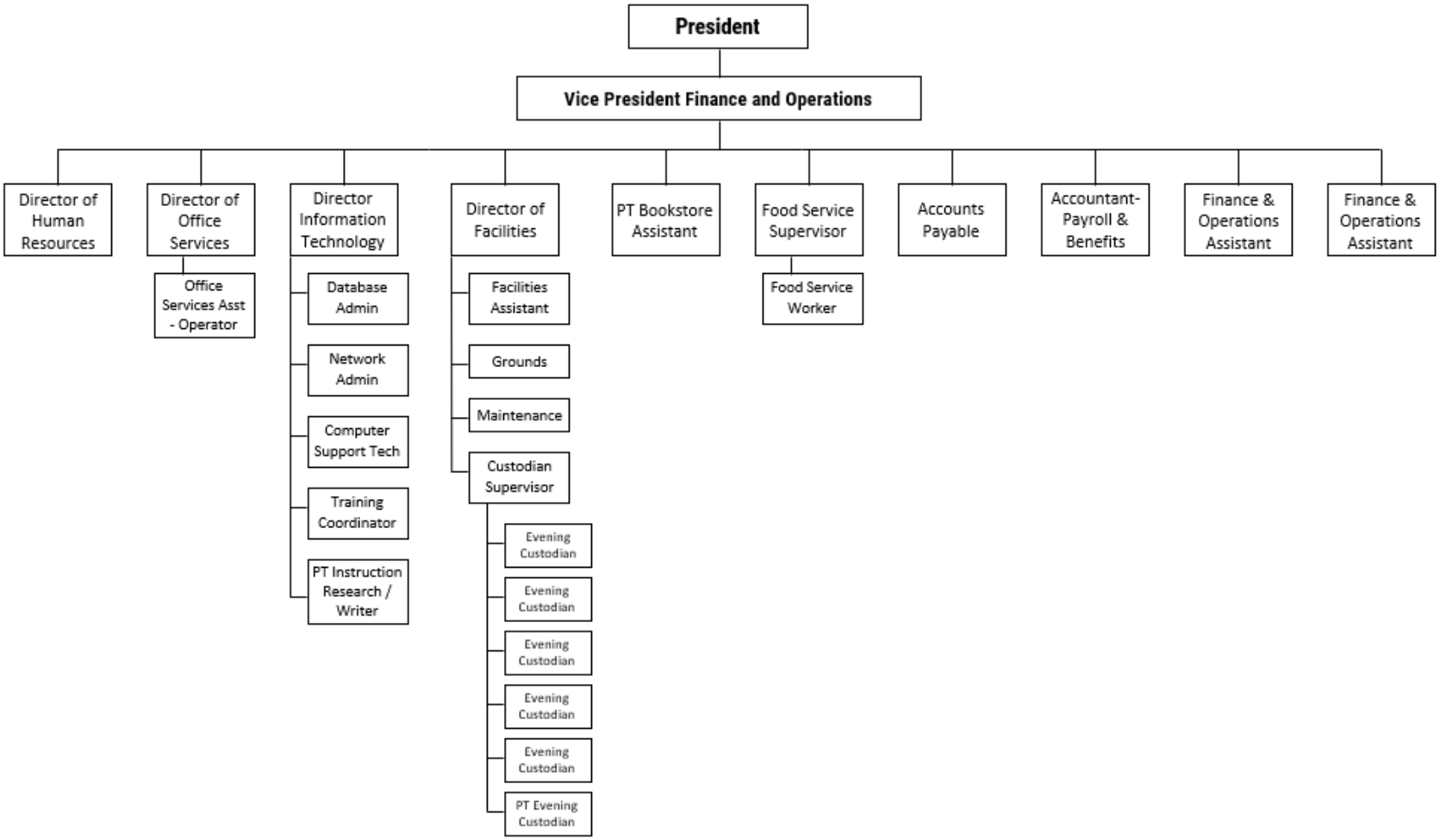
Office of the President



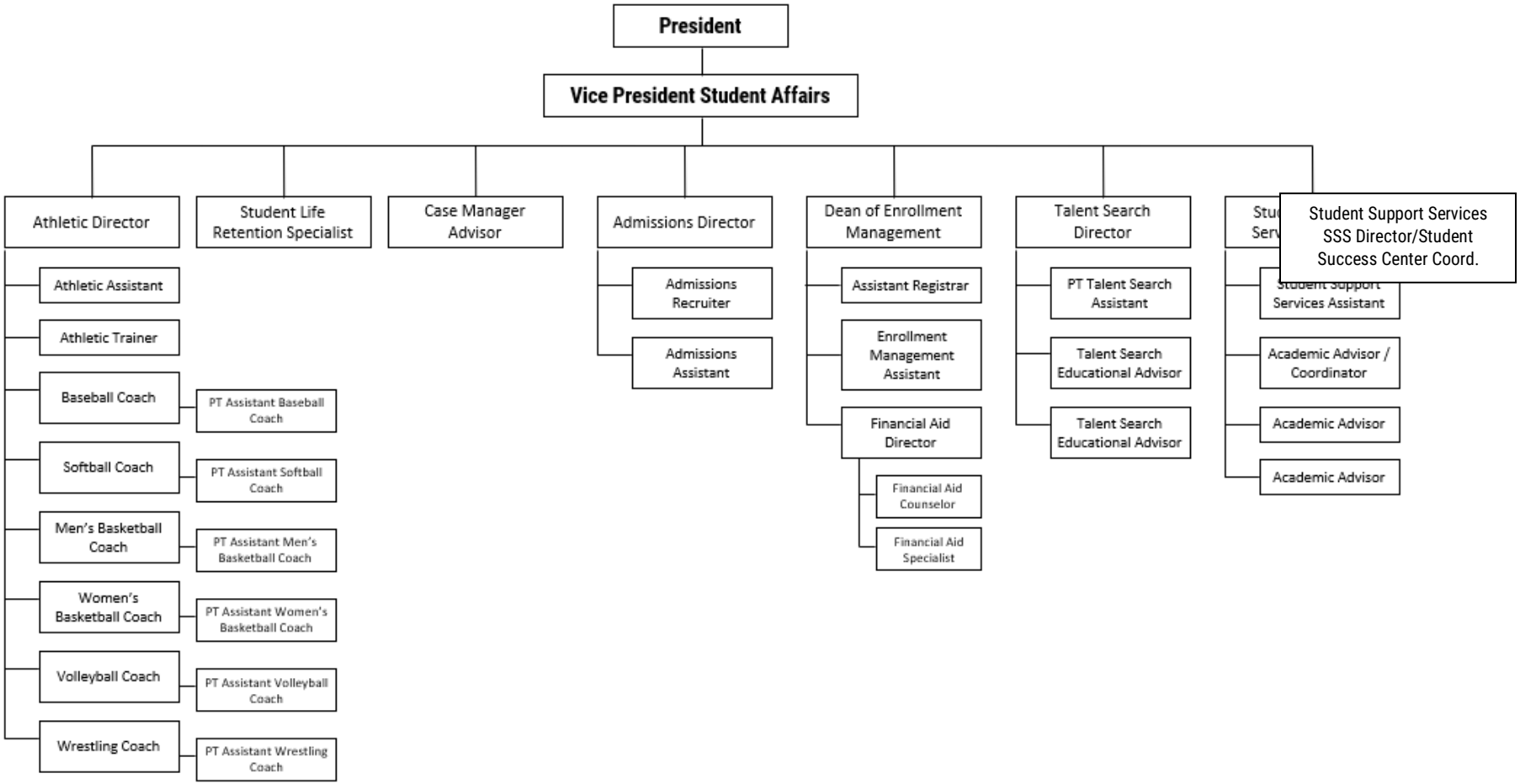
Academic Affairs



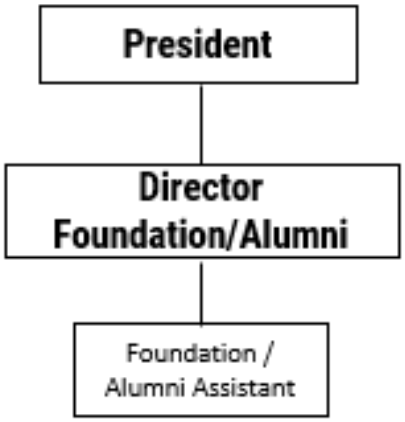
Finance and Operations



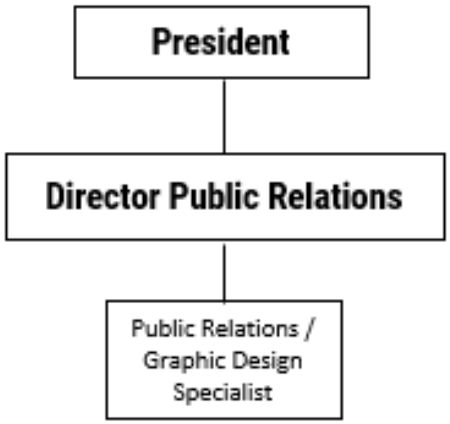
Student Affairs



Division of Foundation /Alumni



Division of Public Relations



Core Value 1: Student Learning

Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.

1A. Cultivate a culture in which services, practice, policies, procedures, and personnel support learning as a major priority.

Academic Affairs

Dental Assistant

1. Several guest speakers from the Dental community have been invited to speak with DA students: Frances Wilmes, James Pope, Dr. Strader, Kandi Redd, Christy Beebe, and Ambur Alfaro.

Library

1. Hillary completed revising the Student Assistant Departmental Procedures Manual from the new Departmental Procedures Manual.
2. Scotty and Phylis sat up the books and statistics for FY21.
3. Phylis and Hillary updated the Periodical Holdings List.
4. Scotty worked with the Human Resources Director, the Student Life Director, and the Public Relations Director to develop the new Free Speech Audit Procedure.
5. Phylis and Scotty reviewed and revised Procedure 3.280. It was submitted for administrative review.

Academic Affairs continued

Radiography

1. Program officials hosted several guest speakers to provide information to their students about career and educational opportunities available after they graduate from program. Randy Stinebaugh-Coordinator of Cardiovascular Services & Heart Center from Ascension Via Christi Hospital, Kim Staples from Ottawa University, and Warran Wiebe the Deputy General Counsel from the Kansas State Board of Healing Arts.

Student Affairs

Admissions

1. Admissions staff helped with the implementation of high school transcript evaluation
2. Admissions staff gave input on the updated placement test procedure

Student Success Center

1. Provided office space and use of phones in the SSC to the Stella Wells Christmas Baskets registration drive.
2. Director and Assistant volunteer extensively with Stella Wells Christmas Baskets registration and distribution

Talent Search

1. Talent Search completed 100% of its student recruiting by the end of January 2021.
2. Moved all programming to online due to COVID; hosting middle school, high school and STEM Academy meetings virtually each month.
3. Successfully transitioned all tutoring sessions online.
4. Researched, wrote and submitted the grant application through the Department of Education.

Core Value Highlights

1B. Strive to make the student's experiences with LCC positive, nurturing, and focused on student learning and academic success.

Academic Affairs

Dental Assistant

1. Leigh Ann Martin took the dental assisting students to several Joplin dental offices and a dental lab to start networking for potential spring clinical sites.

Library

1. The library purchased device charging chairs, a copier cart, a new cart for Lorenzo's, and tables for the bathrooms to replace old furniture.

Financial Affairs

1. Built and installed Plexiglas dividers throughout campus

Student Affairs

Admissions

1. Admissions Director taught College Success Skills in the Fall 2021.

Athletics

1. 16 student-athletes received athletic honors during a Covid shortened season of Spring 2021
2. Men's basketball Conference Champions
3. Softball was #1 seed in Oklahoma pool of Region 6 Championship
4. 31 student-athletes received National and Conference honors for Academics 3.50 GPA or higher
5. 13 student athletes maintained a 4.00 GPA
6. Athletic Department had a 2.74 GPA for 2020-2021 Academic Year

Student Affairs continued

Case Management

1. Follow up on all students referred for services, maintain relationship with Mental Health professionals for the purposes of referring students, and offer support to all students at LCC who need someone to talk to.

Enrollment Management/Registrar

1. Updated the graduation process to minimize the amount of work for students to be eligible for graduation for both Associate Degrees and Certificates. A simple application was created to get all information needed for graduation.

Financial Aid

1. Received an increase of satisfaction on the Student Satisfactory Inventory and hope to continue that increase with each semester.

Student Life

1. Phi Beta Lambda
    a. National Leadership Contest
        i. Peyton Simpson: 1st Place Desktop Publishing
        3rd Place Public Speaking
2. Phi Theta Kappa
    a. International HQ and KS/NE Region
        ii. Most Outstanding/Distinguished Chapter Award (X2)
        iii. Honors in Action Award (X2)
        iv. College Project Award (X2)
    b. International HQ
        i. Honors in Action Theme Award
        ii. Distinguished Chapter Award
        iii. Top 100 Chapter
        iv. Five Star Chapter Award
        v. REACH Award Winner

Student Affairs continued

Student Life continued

c. KS/NE Region

i. Service Award Winner
ii. Great Idea Award 4th Place
iii. Distinguished Chapter Officer Award (Honorable Mention)
    - Fiona Bartelli
    - Ashley Horton
iv. Achievement in Literature - Creative
    - Peyton Simpson 1st Place
v. Achievement in Literature – Research
    - Briauna Nance 2nd Place
    - Fiona Bartelli 3rd Place
vi. Achievement in Literature – Research
    - Katrina Egermeier 4th Place

d. KACCT

i. All Kansas Academic Team
    - Ashley Horton
    - Peyton Simpson

3. Radiography Club
    a. Kansas Society of Radiologic Technologist Convention
        - Maria Payne – Most Interesting Case Award / Most Wing Scapula shoulder image

4. Student Government Association
    a. Top 20 Cardinal Award
        - Darbi Forbes
        - Peyton Simpson

Student Affairs continued

Student Success Center

1. Staffed athletics study halls to provide targeted academic assistance to student athletes
2. Conducted daily drop-in tutoring services in math and science
3. Operated the paper review portal for LCC students to receive feedback for a variety of writing assignments
4. Provided one-on-one tutoring and academic assistance for students at both the main campus and the Cherokee Center

Student Support Services

1. Expanded health science mentoring programs for PTA, RAD, and NSG to pair current first-year cohort students access to a recent program graduate for academic and personal guidance and program success

Foundation and Alumni Association

1. Volunteered at LCC Food Pantry a number of times
2. Lead many campus tours & small groups

Core Value Highlights

1C. Make accessible a variety of services and programs that address learning needs.

Academic Affairs

Business Administrative Technology

1. The Work Ethic (soft skills) curriculum *Bring Your "A" Game* was incorporated into the Office Internship program, and students may receive certificates if they pass the assessment test.

Library

1. Scotty had his first ZOOM reference skills tour with a concurrent class.

Student Affairs

Case Management

1. Maintain database of area resources, including academic on campus, for the purposes of referring students who request help.

Student Success Center

1. Staffed athletics study halls to provide targeted academic assistance to student athletes
2. Conducted daily drop-in tutoring services in math and science
3. Operated the paper review portal for LCC students to receive feedback for a variety of writing assignments
4. Provided one-on-one tutoring and academic assistance for students at both the main campus and the Cherokee Center

Student Affairs continued

Student Support Services

1. Expanded health science mentoring programs for PTA, RAD, and NSG to pair current first-year cohort students access to a recent program graduate for academic and personal guidance and program success

Core Value Highlights

1D. Use technology to expand opportunities for student learning and student services.

Academic Affairs

Business Administrative Technology

1. Created TechSmith videos of in-class demonstrations in Computer Concepts for students who were absent or for reference for in-class students.

Library

1. Scotty and Hillary worked together to place the textbook and the instructor reserve collections on RedZone. The lists may now be accessed in two different places for convenience.

Financial Affairs

1. Configured and installed temperature scanner for athletics
2. Implemented "Box" for secure document share
3. Switched to cCampus Bookstore
4. Implemented Adobe Sign
5. Implemented and migrated hosted EZProxy to allow library database access from any remote location for students, staff and faculty
6. Migrated to new Quickbooks platforms in the computer labs
7. Implemented new Pearson Vue (testing) platform for Cherokee Center
8. Converted Polycom rooms to Zoom rooms
9. Installed Webcams and converted necessary classrooms to accommodate quarantine students
10. Checked out hardware to students, staff and faculty as needed during COVID
11. Implemented SIM Capture (audio & video) for nursing simulation
12. Replaced Cherokee wifi and improved wifi accessibility
13. Added two additional Smartboards
14. Full phone system upgrade including reporting software and database
15. Deployed Zoom campus wide
16. Replaced all existing laptop carts
17. Added additional storage to accommodate courses going online
18. IT assisted with the migration of all on-ground course content to online course content
19. Implemented automated wait listing using Jenzabar EX and Redzone for full courses to allows students to add if someone drops
20. Replaced nursing pediatric simulator
21.

Financial Affairs continued

21. Replaced birthing simulator (mother & baby)

Student Affairs

Enrollment Management/Registrar

1. The advising worksheet was used for all students that graduated with an AA or AS to confirm all degree requirements were completed. Avochato was used for the graduation process to communicate with students. A post card was created with a QR code that was sent to all graduates to communicate the details of graduation.

Student Support Services

1. Established policies and procedures for virtual academic advising and support activities via Zoom to better serve the needs of distance learners.

Core Value Highlights

1E. Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

Academic Affairs

1. Curriculum and Instruction, Distance Ed, Accessibility, and Library Committees review many aspects for program and service offerings through Labette.

Student Affairs

Admissions

1. Hosted the first annual Freshman Orientation Event at the Cherokee Center
2. Planned/Executed multiple, small-group freshman orientation events at the Main Campus with a new virtual component (due to COVID-19 restrictions)
3. Admissions Director visited area 8th grade classrooms in place of not being able to host typical 8th Grade Day events in October.
4. Participated in several Kansas Association of Collegiate Registrar and Admissions Officers (KACRAO) sponsored Virtual College Planning Conferences in both the Fall 2021 and Spring 2022
5. Planned/Executed a virtual Senior Day Event
6. Hosted several on-campus Cardinal Enrollment Mini Events enrolling 100+ incoming freshman before the end of Spring 2021 semester. These mini events allowed for students to visit campus safely in small groups to avoid cross exposure from students from other high schools. Compared to the large events that have previously been hosted, the minis allowed for a much more intimate experience.

Student Affairs continued

Athletes

1. Had all student-athletes tested to start each semester.
2. Staggered move-in dates to prevent the spread of Covid-19
3. Tested all athletes exhibiting any symptoms
4. Purchased health stations to monitor athlete's wellness each day
5. Purchased and monitored healthy Roster app for each individual athlete to prevent spread of Covid-19
6. Athletic Director became a Contact tracer for Covid
7. Planned meals and quarantines for each and every athlete throughout the year
8. Also performed Covid tests on athletes during pandemic

Case Management

1. Met with students as needed at both Main and Cherokee Campus.

Enrollment Management/Registrar

1. Many of the forms have been revamped and made fillable for easier access for students to complete.

Student Life

1. All-Campus Clean-Up (spring only)
2. Birthday Give-aways (monthly) - sponsored
3. Cell Phone Recycling – sponsored
4. CORE meetings (2)
5. Easter Egg Hunts (Main Campus and Cherokee Center) – sponsored
6. Fall Welcome Week – sponsored
7. Finals Frenzy Week (Fall) – sponsored
8. Finals Frenzy Week (Spring) – sponsored
9. Freshman Orientation; virtual collaborated with Admissions
10. Halloween Costume Contest - sponsored
11. Holiday Dress Up Contest - sponsored
12. Homecoming Week Activities - sponsored
13. LCC Awards Ceremony
14. LCC Board of Trustees monthly reports
15. LCC Free Dinner's for students – sponsored and volunteered
16. LCC Student Food Pantry – volunteered
17. March Madness – sponsored
18. Pumpkin Painting - sponsored

Student Affairs continued

Student Life continued

19. Spring Welcome Back Week – sponsored
20. Student Government Association election – Spring 2021
21. Student Government Association Monthly Meetings - sponsored
22. Student Organization Fair (fall) - sponsored
23. Tie Dyed face masks at Main campus and Cherokee Center
24. Wrestling to Nationals Send-off – sponsored

Student Success Center

1. Ensured access to academic supports available to distance learners, as well as those enrolled at the main campus and the Cherokee Center

Core Value 2: Education for a Globally Connected World

Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

Core Value Highlights

2A. Improve and expand linkages with educational partners and community agencies for mutual benefit.

Academic Affairs

Business Administrative Technology

1. Lori Ford joined a newly formed, state-wide group of other office technology department leaders in community colleges and post-secondary career technical schools. The group has met monthly via Zoom.

Dental Assistant

1. Leigh Ann Martin hosted the annual Nitrous Oxide training course along with Tija Hunter from Dental Careers institute on December 2, 2020. Two LCC adjunct and two dental assistants from the local Community Health Center were certified to Administer and monitor Nitrous Oxide Analgesia.

English

1. Randee Baty and Ken Elliott continued to serve on the planning committee for the Great Plains Conference on Acceleration scheduled for February 24-25, 2022 at Butler Community College.

Graphic Design Technology

1. Melissa Kipp judged the 2021 Southeast District Agricultural Communications Web Page Design Practicum.

Library

1. The Library received a materials Delivery Grant from the Southeast Kansas Library System.
2. Scotty and Phylis worked with Tony Rabig, Jody Burzinski, and numerous database vendor's IT departments to install and record the college's new security certificates.
3. Scotty was asked to serve on the KBOR Chief Diversity Officers Group as a representative of the college.
4. Scotty completed his term as Chair of the Southeast Kansas Academic Librarians Council.
5. Scotty served as Chair on both and worked with his Executive Committees on both to revise both the Two-Year Academic Library Directors Council's and the Kansas Council of Academic Library Deans and Director's Bylaws.
6. Scotty accepted the nomination and was elected as the Chair of The Southeast Kansas Library System Executive Board.

Nursing

1. Julie Page & Kim Beachner collaborated with Misti Bond, Labette Health ED director to organize and present the 2021 Trauma Conference to Advanced Med/Surg students.

Radiography

1. Gale Brown was elected to serve as the President-elect for the Kansas Society of Radiologic Technologists.

Student Affairs

Admissions

1. Admissions Director continued involvement with Parsons Soroptimist International Women's Organization and the Sorority Beta Sigma Phi- XP Beta Rho Chapter
2. Admissions Director was a guest speaker at the Parsons Middle School Career Day
3. Student Affairs staff helped with KACRAO sponsored "Apply Kansas" Event at Parsons High School – assisted students and parents with submitting college admissions applications and the FAFSA
4. Donated promotional items and scholarships to area high schools for After Prom and After Graduation events

Athletics

1. *Worked PHS and LCHS athletic events*
2. *Head Coaches and Athletic Director spoke and zoomed many Civic organizations*
3. *Volunteered at PRC to promote youth activities*
4. *Volunteered at local Babe Ruth organization*
5. *Established a working and fundraising publicity through Mike Carpino Ford*

Case Management

1. *Maintained relationships with area colleges and universities for the purposes of transferring students.*

Financial Aid

1. FAFSA assistance at Parsons High School
2. FAFSA assistance at St. Paul High School
3. Presented at Health Science Program Orientations: Nursing, Radiography, and PT
4. Presented at Senior Days

Student Life

1. Christmas Tree money donation made to Stella Wells Tree Auction
2. Fall Blood Drive
3. Foster Kid's Clothing Drive for underwear, socks and pj's
4. Ink Cartridge Recycling
5. Halloween Treat Bag Give-Away for kids in the community
6. Pop tab Collection for Ronald McDonald House

Student Success Center

Foundation and Alumni Association

1. Lindi Forbes served as Past President of the Parsons Chamber of Commerce Board of Director

Core Value Highlights

2B. Respond to the diverse learning needs of our community.

Academic Affairs

Dental Assistant

1. Leigh Ann Martin was asked again to be a judge for the MSSU dental hygiene Poster Session on Dec 3, 2020.

English

1. The English Department developed ENGL 103: Composition I With Review to increase the retention and decrease the time to completion for students needing developmental English, while at the same alleviating scheduling difficulties found in the other developmental English instruction models. This course will begin in Fall 2021.

Financial Affairs

1. Reviewed and Updated Distance Ed Approval Process
2. Accessibility Training

Student Affairs

Athletics

1. Volunteered at local and regional athletic Camps
2. Helped with Blood Drives
3. Volunteered at local boys Shelter
4. Volunteered at Local Elks Lodge

Core Value Highlights

2C. Increase the availability of skilled workers to meet the needs of the community and the State.

Academic Affairs

Business Administrative Technology

1. Changes to the requirements of the certificate programs has resulted in an increased number of students earning certificates.

Student Affairs

Athletics

1. *Worked with Labette Health staff for Covid testing of Athletes*
2. *Worked with CHC staff for Covid Testing of Athletes*
3. *Developed a Covid Return to play policy and Evaluation with Labette health*
4. *Worked closely with KDHE and Labette County health Department to prevent the Spread of Covid-19*

Core Value Highlights

2D. Engage students in contributing to the well-being of their community through community service.

Academic Affairs

Dental Assistant

1. Dental Assistant Club has donated items to the LCC pantry, PJs for foster children, and toothbrushes to PTK.

Graphic Design Technology

1. Graphic Design Technology students developed a large-scale wall mural design for the LCC Library featuring the evolution of the Cardinal logo.
2. Graphic Design Technology students designed graduation banners for the Admissions Department.
3. Graphic Design Technology students partnered with the LCC Public Relations class to develop poster designs for three virtual fundraising events.

Radiography

1. Radiography Club members donated items to the LCC Foundation Auction, Fall

Student Affairs

Admissions

1. Admissions Director helped with the delivery of Stella Wells baskets

Enrollment Management/Registrar

1. COVID prohibited the work study program from being able to work with the Elementary schools for the 2020-2021 academic school year but the partnership will be reinstated for the 2021-2022 academic school year.

Student Affairs continued

Student Life

1. Christmas Tree money donation made to Stella Wells Tree Auction
2. Fall Blood Drive
3. Foster Kid's Clothing Drive for underwear, socks and pj's
4. Ink Cartridge Recycling
5. Halloween Treat Bag Give-Away for kids in the community
6. Pop tab Collection for Ronald McDonald House

Core Value Highlights

2E. Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.

Academic Affairs

Business Administrative Technology

1. Business Math was changed to a totally virtual hybrid model: bi-weekly synchronous sessions using the Big Blue Button feature of the RedZone along with asynchronous online learning activities.

Core Value 3: Continuous Improvement

Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments,

3A. Improve the system of defining and assessing student learning outcomes.

Academic Affairs

Academic Affairs

1. The Instructional Outcomes and Assessment Committee reviews course and program outcome results.

Business Administrative Technology

1. The Business Administrative Technology department conducted a program review of the offerings, demand for the program, and the outcomes.

Dental Assistant

1. Leigh Ann Martin attended the American Dental Education Association (ADEA) Annual Conference virtually March 13-16, 2021.

Radiography

1. Gale Brown attended the Joint Review Committee on Education in Radiologic Technology (JRCERT) Outcomes Assessment Workshop and the Standards Accreditation Seminar on May 4, 2021 virtually.

Enrollment Management/Registrar

1. There was a great amount of change to the catalog which aligns with pathways. This will help with student's transferability to a university when students graduate with an AA or AS.

3B. Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.

Academic Affairs

Library

1. Scotty served as the Chairs of the Southeast Kansas Academic Librarians Council, the Two-Year Library Directors Council, and the Kansas Council of Academic Library Deans and Directors. He also served on the Awards Committee of the Mountain Plains Library Association. The Instructional Outcomes and Assessment Committee reviews course and program outcome results.
2. Phylis served on hiring committees.
3. Phylis, Hillary, and Scotty attended the Southeast Kansas Library Systems Academic Workshop. Scotty moderated a panel discussion between library staff and three Vice Presidents of Academic Affairs, on being Dr. Sharp.
4. Phylis, Hillary, and Scotty attended the College and University Libraries Section of the Kansas Library Association.

Nursing

1. Cheryl Smith attended the National League for Nursing Virtual Summit, on September 23-25, 2020, the Kansas Council of Associate Degree Nursing Education Virtual Conference on October 30, 2020 and the Next Generation NCLEX webinar through Nurse Tim on December 3, 2020.

Student Affairs

Admissions

1. Hired new Admissions Assistant
2. Admissions Director and Admissions Recruiter served on the Auction for Scholarships Planning Committee
3. Admissions Director served on the steering committee for the new Strategic.

Student Affairs continued

Athletics

1. Hired a baseball assistant
2. In the process of hiring a wrestling assistant
3. In the process of hiring a baseball assistant
4. The Capital Campaign has concluded and construction has started

Case Management

1. *Serving on hiring committees as needed*

Student Life

1. Diversity Committee,
2. Diversity Sub-Committee (faculty and student surveys)
3. Diversity Sub-Committee (Instagram Project)
4. SEM Customer Service Subcommittee

Financial Affairs

1. Hired 7 new employees
2. Implemented new position opening advertising on Facebook
3. Successful negotiations with Faculty and implementation of salary increase for staff

Core Value Highlights

3C. Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning and strengthen leadership skills.

Academic Affairs

Academic Affairs continued

Business Administrative Technology

1. The faculty regularly views many of the Monday Morning Mentor video sessions.

Dental Assistant

1. Leigh Ann Martin attended the American Dental Education Association (ADEA) Conference Virtually on March 13-16, 2021.

English

1. Randee Baty, Elizabeth Stoneberger, and Ken Elliott attended a training session on the use of the Achieve learning platform to be implemented in Fall 2021 for English Composition I and II.

Graphic Design Technology

1. Melissa Kipp attended the Graphic Communications Education Association (GCEA) Virtual Conference July 27-28, 2020.
2. Melissa Kipp attended the Adobe MAX Virtual Creativity Conference on October 20-22, 2020.

Library

1. Phylis and Hillary attended the Southeast Kansas Library System Annual Meeting via Zoom.
2. Scotty and Phylis attended the HOOPLA webinar on July 8th.
3. Phylis, Hillary, and Scotty attended the Red Flag Training during inservice.
4. Phylis, Hillary, and Scotty completed the Sexual Harassment and Title IX training, Safety Procedures 5.07 Training, and the Return to Work Training online during inservice.
5. Phylis, Hillary, and Scotty attended the Southeast Kansas Library System's Academic Workshop.
6. Hillary, Phylis, and Scotty attended the Southeast Kansas Library System's Annual Meeting. Scotty is on the Executive Board of the system.

Academic Affairs continued

Nursing

1. Kim Beachner attended KCADNE video conference on Oct. 20. 2020.
2. Kim Beachner completed the Nurse Tim NEXT GEN Teaching & Learning December 3, 2020
3. Kim Beachner participated in a zoom conference on COVID by Dr. Ben Legler Labette Health physician
4. Kim Beachner attended "Developing Clinical Judgement for Professional Nursing Practice and NGN by Donna Ignatavicius, January 12, 2021
5. Kim Beachner attended a zoom conference on Nursing Documentation, by Delyna Bohnenblust, April 13, 2021
6. Jill Coomes attended KCADNE video conference on 10/20/2020, a Webinar: Next-Gen teaching and learning on 12/3/2020, a Webinar: Developing clinical judgement for Professional Nursing Practice and next gen on 1/12/2021, Webinar: Vetting Virtual Simulation from OADN on 1-28-2021, a webinar: Interpretation of Lab tests on 1/15/2021, and a webinar: Age-related changes occurring in body systems in older adults on 4/16/2021.
7. Julie Page attended KCADNE video conference on Oct. 20. 2020
8. Julie Page completed the Nurse Tim NEXT GEN Teaching & Learning December 3, 2020 via Zoom
9. Julie Page participated in a zoom conference (Grand Rounds) on COVID by Dr. Ben Legler Labette Health physician
10. Julie Page attended "Developing Clinical Judgement for Professional Nursing Practice and NGN by Donna Ignatavicius, January 12, 2021 via Zoom
11. Julie Page attended a zoom conference (Grand Rounds) on Nursing Documentation, by Delyna Bohnenblust, April 13, 2021
12. Dee Bohnenblust presented Effectiveness of Clinical Evaluation as the Clinical Teaching Institute sponsored by KBOR July 2020.
13. Dee Bohnenblust participated in the Labette Next Generation Learning conference December 2020
14. Dee Bohnenblust is appointed to the Kansas Board of Nursing Education Committee
15. Dee Bohnenblust serves on the Labette Health, Southeast Kansas Regional Health and Labette Center for Mental Health Boards
16. Dee Bohnenblust presented at the Labette Health Ground Rounds on Defensive Documentation April 2021

Nursing continued

17. Dee Bohnenblust participated in the 2020 KCADNE Fall Conference
18. Dee Bohnenblust participated in the Kansas Nursing Educator Conference July 2020
19. Dee Bohnenblust is a member of the PSU, ESU Nursing Program Committees
20. Dee Bohnenblust participated in the 2021 KSNA Legislative and Advocacy Conference February 2021.
21. Dee Bohnenblust participated in the 2021 Nursing Educator Institute April 2021.
22. Dee Bohnenblust wrote, received and managed the Kansas Nurse Institute Grant for the Nursing Program.
23. Kathi Bennett attended the KCADNE conference by Zoom on October 20, 2020
24. Kathi Bennett participated in a Next Gen conference December 3, 2020
25. Kathi Bennett attended a conference by Zoom on Clinical Judgement for Professional Nursing Practice on January 12, 2021
26. Kathi Bennett participated in continuing education diabetes management November, 2020
27. Cheryl Smith attended the KCADNE conference per Zoom October 20, 2020
28. Cheryl Smith attended the Nurse Tim Next Generation Teaching and Learning conference per Zoom December 18, 2020
29. Cheryl Smith attended the Developing Clinical Judgement seminar per Zoom January 12, 2020
30. Cheryl Smith attended the Nurse Educator Institute conference per Zoom April 14 and 16, 2020.
31. Cheryl Smith attended a short in-service from Gaumard related to the new pediatric simulator on 4-13-20
32. Cheryl Smith participated in the NCSBN Covid-19 research study May 2020.
33. Cheryl Smith as part of a group of nurse educators across the nation has developed and implemented a nursing research project. STEP Study, Safe Transition from Education to Practice.
34. Miranda Plumlee attended the KCADNE conference by Zoom on October 20, 2020
35. Miranda Plumlee attended the Developing Clinical Judgement seminar by Zoom on January 12, 2021
36. Miranda Plumlee attended a Next Gen conference by Zoom in December 2020

Radiography

1. Program officials accessed numerous Monday Morning Mentoring presentation videos throughout this fiscal year.
2. Gale Brown participated in the MRI Safety webinar on August 20, 2020.

Radiography continued

3. Gale Brown attended the Kansas Society of Radiologic Technologists (KSRT) virtual Business meeting on October 10, 2020 and the KSRT 84th Annual Convention virtually on March 26 & 27, 2021
4. Gale Brown attended the JRCERT Townhall virtual meeting on November 10, 2020.

Financial Affairs

1. Implemented Simple Syllabus
2. Installed a configuration to eLearning to integrate Simple Syllabus

Student Affairs

Admissions

1. Attended virtual KACRAO Annual conference in September 2020

Athletics

1. Athletic Director has attended countless KJCCC and NJCAA meetings as it pertains to new by-law changes and still many Covid-19 restrictions
2. Athletic Director Developed a master athletics schedule for entire conference to compete all sports in Spring 2021
3. Coaches attended regular KJCCC sport meetings

Case Management

1. Attended the HECMA annual conference (virtually).
2. Network building with other case managers

Enrollment Management/Registrar

1. A Strategic Enrollment Management committee has been put in place. The completion committee was put together Spring 2021, which is a subcommittee of SEM is compiled of many different people throughout the campus. The committee will meet fall 2021 during in-service.

Financial Aid

1. Attended FA webinars by NASFAA and Department of Education

Foundation and Alumni Relations

1. Lindi Forbes attended a conference in Hutchinson for Kansas CC and Tech School Development Officers.

Core Value Highlights

3D. Improve the utilization of human, physical, technological, and fiscal resources.

Library

1. Phylis, Hillary, and Scotty worked on the first collection inventory in twelve years.
2. Phylis and our Student Assistants did the annual culling of periodicals.
3. Phylis and Hillary updated the Periodical Holdings List.
4. Scotty and Phylis sat up the books and statistics for FY21.
5. Hillary revised the Student Assistant Departmental Procedures Manual from the new Departmental Procedures Manual.
6. Phylis worked on purchasing furniture to update the Library's seating area.

Financial Affairs

1. Paved Workforce Training Center parking lot
2. Relocated storage sheds and athletic offices
3. Added a van to transport students
4. Painted Student Success Center exterior
5. Interior painting in Admissions, Dean of Instruction area and M207 suites
6. Improved landscaping throughout campus
7. Combined switchboard and bookstore assistant positions with backup from Student Services and Academic Affairs
8. Upgraded Security Server hardware and software
9. Migrated Seqel database hardware
10. Upgraded Jenzabar EX
11. Upgraded OS (operating system) on workstations to accommodate the new version of Jenzabar EX
12. Upgraded the OS on multiple servers
13. Deployed Office 2019
14. Implemented Livestream and BlueFrame with new hardware for event streaming
15. Added wifi and streaming at the baseball and softball fields
16. IT implemented, configured and deployed a new VPN environment to allow working from home

Student Affairs

Admissions

1. Admissions Director's office remodeled
2. Student Affairs area got a facelift with freshly painted walls and a new wall decal
3. Admissions Recruiter implemented the use of 2 monitors to maximize on work output

Athletics

1. Baseball and Softball are able to live-stream games
2. Replaced Pump at baseball field
3. New mower for softball/ baseball purchased
4. New women's basketball uniforms purchased
5. Set up new baseball and softball nets and turf at WTC
6. Continue to maintain fields on fundraised dollars
7. Continue to aerate and seed fields each year
8. Moved all offices from gym to new locations
9. Construction has started on Phase two of Capital Campaign

Student Life

1. Graphic screens installed on Student Lounge windows for privacy and improve signage for Student Union

Student Success Center

1. New accent wall painted
2. Updated furnishings and floor plan to accommodate COVID-19 social distancing protocols
3. Updated private testing rooms to accommodate COVID-19 social distancing protocols
4. Expanded physical space for tutoring and academic skills support programs and services

Student Support Services

1. Purchased and installed a Smart Board for enhanced tutoring and academic skills support service

Foundation and Alumni Association

1. Received $1,650,289 in gifts for FY21
2. Successfully completed fundraising campaign for Athletic Complex
3. Received $500,000 Mabee grant
4. Lindi Forbes wrote and secured $10,000 Union Pacific Foundation grant
5. Lindi Forbes wrote and secured $4,000 Walmart grant
6. Lindi Forbes wrote and secured $2,000 Community Foundation of Southeast KS grant

Core Value 4: Integrity and Transparency

Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.

Core Value Highlights

4A. Improve tracking of and access to data to meet the needs of the institution and external contingencies.

Financial Affairs

1. Implemented Healthy Roster for COVID Survey Tracking
2. Implemented Online Auction Platform

Student Affairs

Admissions

1. Data cleanup/organization within the candidacy stages of Jenzabar completed
2. New Admissions Assistant was trained on how to manage the Admissions funnel in Jenzabar and keep data up-to-date for effective use during daily procedure
3. Daily procedure was revamped to include the use of Avochato to make the onboarding process for students more personalized and convenient

Case Management

1. Maintain database for referral resources and community services.
2. Maintain Case Management database of students served.

Student Affairs continued

Enrollment Management/Registrar

1. There has been training opportunities though MyJenzabar to learn how different modules with Jenzabar. Dean recently completed the basic InfoMaker training to learn how to complete simple reports or queries.

Student Success Center

1. Staff routinely collect and analyze data regarding student use of services such as testing, computer use, and tutoring support in order to recognize

Student Support Services

1. Staff maintain detailed records of services provided to students and granular data related to each student's persistence, retention, academic standing and graduation in order to satisfy Department of Education reporting guidelines and to evaluate the effectiveness in program interventions

Foundation and Alumni Association

1. Worked with webmaster to continue to update and provide progress reports on campaign website with resources, testimonials, and facts.
2. Maintained and updated the Foundation & Alumni Facebook page
3. Continued email newsletter called "Campaign Insider" to stay in touch with donors, prospective donors, and friends. This is another tool to in relationship cultivation.

Core Value Highlights

4B. Promote responsible stewardship of resources and public trust.

Academic Affairs

Academic Affairs

1. The Vice President of Academic Affairs, Dean of Instruction, and Workforce Director participate and present at clubs and activities with the community.

Library

1. *Scotty completed the annual report.*

Foundation and Alumni Association

1. Lindi Forbes served on committee to plan construction and renovation for Athletic Complex.

Core Value Highlights

4C. Enhance the college image to stakeholders to generate business and community support by communicating the value and benefit of the college.

Academic Affairs

Dental Assistant

1. Leigh Ann Martin attended the Galena High School Career Fair on April 23, 2021 to recruit potential students for the Dental Assistant program.

Graphic Design Technology

1. A promotional video for the Graphic Design Technology program featuring current students, alumni, and program faculty was recorded to use as a marketing and recruiting tool.

Radiography

2. Gale participated in the following recruiting events; Labette County High School Health Science Career classroom presentation on October 19, 2020 and Erie High School and Chanute High School Career Day via ZOOM on December 8, 2020.
3. Gale Brown participated in the Girard Senior Interview Day on April 21, 2021.
4. Gale Brown attended the Galena Junior High Career Fair on April 23, 2021.

Student Affairs

Admissions

1. Admissions Director involved in different community events such as attending the Parsons Chamber of Commerce Banquet, participating in the Gia Rose Fashion Show, and presenting at area high school scholarship ceremonies in the evenings

Enrollment Management/Registrar

1. Graduation was held outside at Forrest Park due to the Corona virus pandemic. This gave our faculty, staff, students, and guests the opportunity to celebrate the graduate's achievements while staying safe.

Foundation and Alumni Association

1. Partnered with PR to send feature stories and photos to local media regarding large campaign donations.
2. Partnered with PR to organize and facilitate Groundbreaking ceremony for Athletic Complex.
3. Lindi Forbes spoke at Lions Club, Rotary, and Soroptimist Club
4. Lindi Forbes and Jessica Hicks served on committee that decorated LCC Christmas Parade stationary float. Due to pandemic, it was a reverse parade where the audience drove by stationary floats.
5. Lindi Forbes interviewed multiple times for TV and newspaper stories

Core Value 5: Sustainability of the Institution

Labette Community College encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing agency guidelines.

Core Value Highlights

5A. Achieve targeted growth through an integrated enrollment management process.

Student Affairs

Admissions

1. Admissions Director served on the Strategic Enrollment Management steering committee and is now the chair of both the Recruiting and Onboarding subcommittees
2. Implemented the use of Avochato technology platform (texting and website widget live chat) to improve upon marketing and recruiting for new students and more effective communication for current students and alumni
3. Admissions Director provided campus wide academic advising training during Spring 2021 Inservice
4. Updated the Admissions Department daily procedure, which is the automated communication function through Jenzabar, to improve upon follow up for prospective students. These changes make the outreach more personalized, timely, and efficient.

Case Management

1. Emailed information on a monthly topic such as stress, time management, depression, etc., that offers support and connection to struggling students.

Student Affairs continue

Financial Aid

1. The Financial Aid Office has processed and disbursed $407,900 of Cares funds to 428 students.
2. The Financial Aid Office has processed and disbursed $215,500 of HEERF II funds to 344 students and are still processing and disbursing these funds.

Core Value Highlights

5B. Enhance student opportunities through increased scholarships and endowments.

Academic Affairs

Graphic Design Technology

1. Isabella Crumpacker, Graphic Design Technology major, was the winner of the John and Bonnie Latzer Student Art Award for the Spring 2021 semester.

Physical Therapist Assistant

1. Program director and clinical coordinator attended the virtual Combined Section meeting CSM provided by the American Physical Therapy Association. They attended a variety of continuing education courses in the areas of educating students and the contemporary practice of physical therapy.

Student Affairs

Admissions

1. Devoted a portion of the Student Ambassador scholarship funds to recruiting a student representative from the Health Science Department and each athletic team to ensure consistent campus visit opportunities are provided to prospective students.
2. Admissions Director was supportive of the admissions recruiter taking advantage of enrolling/completing LCC courses to continue her education. While the recruiter already has both a Bachelor's Degree in Biology and a Bachelor's Degree in Business, she wanted to complete coursework that would both help her in her professional life and provide here with the personal experience in order to share details about the online classroom to advisees and prospective student with whom she was working with

Student Affairs continued

Athletics

1. Continue to help raise funding for scholarships
2. $1 million was raised in the Capital Campaign for scholarships
3. Continue to recruit and retain quality employees, but they should be paid more
4. Continue to reinforce academics as a priority

Case Management

1. Case Manager worked with other staff to develop and implement Cardinal
2. Kindness a program that is designed to help students who are in financial crisis.

Student Support Services

1. Awarded 65 College Completion Grant awards to eligible SSS participants, totaling $66,964 who met program requirements and demonstrated satisfactory progress toward their educational goals.
2. Accelerated the disbursement of College Completion Grant funds to eligible SSS participants enrolled in NSG, RAD, RESP, and PTA to decrease their dependence on student loans and provide additional assistance with higher costs of attendance related to clinical requirements

Financial Affairs

1. Started work on construction phase of Athletic Expansion
2. Added digital sign and removed old sign
3. Installed automatic sensor valves on sinks, toilets and urinals in Main Building, Hughes Building, Student Success Center, Student Union and Zetmeir Building
4. Bipolar Ionization in all buildings except for the gym
5. Installed motion lighting sensors in Hughes Building, Student Success Center and Annex
6. Implemented a new benefit for employees KPERS 457
7. Assisted and tracked 60 employees during the COVID pandemic on Families First Corona Virus Response Act, FFCRA, and 28 employees during the extended FFCRA period.

Foundation and Alumni

1. Supervised the Foundation Scholarship selection process. For FY21 284 Student were awarded $104,258 in scholarships
2. Partnered with the Parsons Area Community Foundation to participate in Giving Tuesday. $3,305 was raised for Arts Endowment and $1,007 was raised for Athletics Endowment.
3. Established seven new endowed scholarships. Estimated value is $122,000.

Core Value Highlights

5C. Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

Academic Affairs

Graphic Design Technology

1. Melissa Kipp was the recipient of the 2020-2021 Distinguished Faculty Award.
2. Artwork by Melissa Kipp was published in Beautiful Colors: The Posters of Duran Duran (Golub 2021, p. 226).

Core Value 1: Student Learning: Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.

Outcome 1A: Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.

Academic Affairs				**Core Value 1A**
Chemistry				
Evaluate the effectiveness of the hybrid and on-line courses existing in the Chemistry/Physical science department and make changes as warranted.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion				
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		By 2021 there will be several of the Chemistry/Physical Science courses offered as hybrid or on-line courses and so this evaluation will affect many of the courses in the department.	
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		Completed, but not very effective. The on-line portion of the hybrids worked well for a few students, but majority performed poorly on tests. Some classes do not work well on-line, others do.	

Academic Affairs				Core Value 1A
Chemistry				
Make videos to prepare students for laboratory work in College Chemistry I and Organic Chemistry I.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion				
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		The videos will allow students to prep for laboratories even before the start of lab classes and will especially be important during this COVID era.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		The videos have worked well preparing students to do laboratory work and made it easier for me as an instructor, particularly for students making up laboratory work.	

Academic Affairs				Core Value 1A
Library				
The Library will assess its institutional effectiveness, professional values, educational role, discovery capabilities, collection, space, management, personnel, and external relations using the American Library Association Standards for Libraries in Higher Education.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Dec-20			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		The American Library Association recently updated their "Standards for Libraries in Higher Education" (February 2018). Assessing the library by these standards will show where we are strong and weak according to national standards. The weaknesses will become objectives in later Operational Plans or be used as ideas for grant applications. The cost to the college will be zero at this stage. This objective also correlates with the Academic Affairs bullet #6 under this outcome.	
Satisfactory Level of Objective Completion	Rating:		0	
	Satisfactory Level Rationale:		This was not completed by May 2021. If it is not completed in this fiscal year, it will be moved to an another year.	

Academic Affairs				Core Value 1A
Library				
Expand the services offered by the library reflected in the assessments of the library by various groups.				
Estimated Cost	Existing Money	$500	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$21049
	Dept. Budget	11-4101-560-000	Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		Assessments of various groups of patrons have been made over the past few years. The results of these assessments will be evaluated. New services will be added as monies are available. The budget number for these services will be determined by where they fit in the budget's line item delineations. Coincides with Academic Affairs Goal 3 and Goal 23.	
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		Ongoing: will be reviewing assessment data to determine what can be added under COVID considerations.	

Academic Affairs				Core Value 1A
Physical Therapist Assistant				
Assess the effectiveness of provide a credentialing program for our clinical site instructor to enhance the learning process for our students				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$5000	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		The quality of clinical site instructors is critical to student progression and development of clinical skills. The cost will to provide the course, not the assessment	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Goal: Students to rate their clinical instructors with a minimal average score of 4. 6/1/2020: Course competed with ~10 clinical instructors. Well received by our clinical sites. Due to limited student placement due to pandemic, minimal feedback has been acquired at this point. The feedback that has been received has been positive from students.	

Financial Affairs					Core Value 1A
Cherokee Center					
Providing personalized attention and support to students, guests, etc…					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Jun-21				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		Treat every customer (student, etc.) as an individual. Making their day by giving them the best service that will knock their socks off. Making the emotional connection through a friendlier voice the writing more social, and the interaction more natural.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Completed		

Financial Affairs					Core Value 1A
Human Resources					
Review and update LCC Policy and Procedure Manual- last half of Chapter 10					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Focus on Chapters		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Completed		

Financial Affairs					Core Value 1A
IT					
Review and update IT Usage Policies to insure needs of the learning environment are met.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Jun-21				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Important to keep policies up to date.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Edits were made in other policy areas regarding IT practices.		

Financial Affairs					Core Value 1A
IT					
Improve wifi and internet as a whole at the Cherokee Center					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Fall 2020				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Students cannot rely on the wifi to complete homework and research, pushing students to leave the campus in search of better wifi. Retaining students on campus to complete homework encourages student learning and creates a positive student culture at LCC.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		All wifi equipment was replaced in Cherokee.		

Public Relations					Core Value 1A
Public Realtions					
Create design images/content in advertising which emulate student learning comes first at LCC.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		2		
	Rating Rationale:		Create through photos, and design work.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Complete-visually in marketing material design		

Student Affairs					Core Value 1A
Military Connected Student Services					
Continue to reduce barriers for military-connected students by working with campus administration to develop and update policies and procedures to minimize barriers to military-connected students learning.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Spring 2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		Developing policies & procedures related to our military-connected students, military credit transferability, and call to duty provides guidance and steps for students to focus on their learning.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Satisfactory Level Rationale: No policies or procedures affecting military-connected students were revised or in need of updating this fiscal year.		

Outcome 1B: Strive to make the student's experiences with LCC positive, nurturing, and focused on student learning and academic success.

Academic Affairs				Core Value 1B
Business Administrative Technology				
Explore the opportunity of having a separate classroom/lab just for Business Administrative Students and see about having the faculty/adjunct faculty/internship office created.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Spring 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		It would be beneficial to have a separate lab for the students and to showcase the department when conducting student tours. The classroom could be modified to look more like workers in an office. The other office would be good to have interns working.	
Satisfactory Level of Objective Completion	Rating:		1	
	Satisfactory Level Rationale:		It hasn't happened although I think it might be under consideration to have an alternate space.	

Academic Affairs				Core Value 1B
English				
Implement a multi-modal learning component into English 101				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Adding multi-modal learning to our existing program will help students develop skills needed in the current technological environment and enhance the relevancy of our current educational program. It will also create opportunities for students who have different learning styles to be successful as they incorporate those unique styles into their classroom experience.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		All full-time faculty have implemented the multi-modal project in our Comp I classes.	

Academic Affairs				Core Value 1B
Library				
The Library will work in conjunction with the Diversity Committee to present one program on a facet of diversity.				
Estimated Cost	Existing Money	$	New Money One Time	$500
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		The library has presented programming of this type in the past. Working with the Diversity Committee the library will present one program dealing with a facet of diversity. The funding will be for possible speaker's fees and refreshments. This objective correlates with the #5 bullet of the Academic Affairs under this outcome. Some of the funds may be covered by a grant.	
Satisfactory Level of Objective Completion	Rating:		0	
	Satisfactory Level Rationale:		We were unable to complete this due to COVID restrictions. It will be moved to another year.	

Academic Affairs				Core Value 1B
Library				
The Library will work in conjunction with the Maintenance Department to develop a plan to beautify the landscape and/or exterior of the new library building.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		A Board of Trustees member, a patron, a former student, and a library staff member have all stated that the front of the building is bland and needs something to draw attention to it. As the Library is on Main Street it would be good to make a good impression when people drive by. The Library Staff will work with the Maintenance Staff and develop ideas for improving the landscape and/or exterior. No funding will be needed at this time. This is in the research and development stage. This objective correlates to the Academic Affairs #2 bullet connected with this objective.	
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		Began with April 2019. Planters with flowers were installed outside the front door. New flowers will be added each year.	

Academic Affairs				**Core Value 1B**
Mathematics/Physics				
The department will continue to revise, edit and improve the department generated College Algebra Textbook and seek to make it an interactive resource within RedZone.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		The average math student does not benefit from the traditional math textbook as much as they might textbooks from other disciplines. The math department hopes to make use of web pages and jing videos to create an interactive web version of the college algebra textbook. If successful, this will significantly improve the instructional quality of the textbook.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		The new textbook has served the purpose for which it was created but for accessibility reasons and due to the COVID-19 pandemic an interactive web version has not yet been created. Numerous supplemental online resources have been created and are being posted to RedZone to assist college algebra students in the online environment.	

Academic Affairs					Core Value 1B
Nursing					
The Nursing Program will trend and track program retention data to guide program decision making in efforts to increase student success and retention rates.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	FY2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		The program needs data to drive program decisions and support nurse faculty program director in efforts to increase retention rates among student nurses.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		A student completion data driven table will be developed that reflects 3 years of data. The table will contain data for students who obtain program completion at 100% (on-time) and 150% of the program length as defined by ACEN.		

Academic Affairs					Core Value 1B
Physical Therapist Assistant					
PTA students to pass the NPTE at 90% or higher.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	FY2021				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Students must pass the NPTE to become licensed. A high pass rate is an indication of the quality of the program and is a good recruiting tool.		
Satisfactory Level of Objective Completion	Rating:		2		
	Satisfactory Level Rationale:		Goal: Student's to achieve a 90% pass rate on the NPTE. 6/1/2020: the first attempt pass rate did increase from 56.3% to 64.7%, but the ultimate pass rate is below the set target of 90% and is at 76.5% for overall for the class of 2019.		

Financial Affairs					Core Value 1B
Cherokee Center					
Work with staff on creating a Center friendly atmosphere					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Jun-21				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		If we want to attract positive interactions, then we must be positive. A positive or negative attitude spills over into how our customers perceive our campus, which translates into their willingness to do business with us. A warm appropriate smile indicates that we are approachable and cooperative. It is important that we are polite, courteous and prompt to respond and to convey genuine interest in our customers and their needs.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Completed		

Financial Affairs					Core Value 1B
Cherokee Center					
Cross-train a Cherokee Center Assistant in Financial Aid Basics					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Jun-21				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Decreasing Cherokee Center Assistant down time would be improving the utilization of existing human resources. This cross-training would also take a paperwork load off the Financial Aid office and allow LCC to better serve the student body. LCC needs to provide services that increase student retention, and students who have to jump through hoops to acquire financial aid will find a different college.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Completed		

Financial Affairs					Core Value 1B
IT					
Upgrade Lab Rotations					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Student resources need to be current and relevant.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		All rotations were complete, which the addition of several laptop carts.		
Public Relations					**Core Value 1B**
Public Realtions					
Promotion of 12 student success stories- through press releases, articles, advertising, social media					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Ongoing				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		Student Success may be promoted through press release, articles (print/tv), advertising, and social media. Example; Honor roll release, student achievement/award news coverage.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Complete-press releases and/or news articles		

Student Affairs				Core Value 1B
Admissions				
Engage freshmen (geared to meet retention efforts) monthly through to address any concerns or needs that have come up since the beginning of the school year. Resources offered at LCC and in the community will be promoted (free tutoring, procedures for adding/dropping a class, food pantry, etc)				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		I believe that adding an event like this will allow students a structured time and safe environment to visit with college personnel about issues. Hopefully it will help with retention (once issues are remedied) and shed light to new/changing problems each year that faculty/staff may not be aware of.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to FY2022	

Student Affairs				Core Value 1B
Case Management				
Develop a monthly educational program for students to address mental health concerns.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$1000
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Fall 2020			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		As issues increase for college students, providing programming to be proactive in identifying mental health issues rather than reactive is important.	
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		Progress has been made on developing topics, but so far delivery has been through email. Need to move to in person options for “talks.” Already included in FY2022 operational plans.	

Student Affairs					Core Value 1B
Student Affairs					
Partner with the Parsons Recreation Commission to provide fitness facilities for LCC students during the 2020-2021 academic year.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$2000	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Fall 2020				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		Continue creating a comfortable and inviting space for students to study and interact which is vital to the atmosphere and their experience at LCC.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Students have had access to the space and utilized it to workout and play basketball.		

Student Affairs					Core Value 1B
Student Life					
Continue updates in the LCC Student Lounge including computers.					
Estimated Cost	Existing Money	$4000	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		Continue creating a comfortable and inviting space for students to study and interact which is vital to the atmosphere and their experience at LCC.		
Satisfactory Level of Objective Completion	Rating:		1		
	Satisfactory Level Rationale:		In progress		

Student Affairs				Core Value 1B
Talent Search				
Develop a Senior-Wrap up event to confirm that every Talent Search High School senior has post-secondary plan arranging a campus visit and check list for pre-college enrollment				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$400	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Talent Search will identify seniors who at the end of April still do not have a post-secondary plan. This initiative will assist these students visit a local college campus and solidify their plan for post-secondary education.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to FY2022	

Outcome 1C: Make accessible a variety of services and programs that address learning needs.

Academic Affairs				Core Value 1C
English				
Ensure that all newly purchased or created materials including videos, audio recordings, and documents are meet accessibility guidelines.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Our department uses a number of delivery methods, particularly in our online classes, and all of those delivery methods are being updated to insure accessibility for all students.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		All full-time faculty are following LCC accessibility guidelines.	

Academic Affairs				Core Value 1C
Library				
To assist with the new rules concerning close captioning on videos, the Library will purchase and use Camtasia to update the library tutorial videos				
Estimated Cost	Existing Money	$250	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget	11-4101-710-000	Student Fees (New/Existing)	
Exp. Completion	Dec-20			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		The library directs online students to the online video tutorials. These tutorials cover a variety of topics and are added to regularly. There are new rulings that Internet video programming must have close captioning capabilities for visually impaired patrons. The program we currently use does not have that capability. The new Camtasia software does. This objective correlates with the Academic Affairs bullet #8 connected with this objective.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		The Library Aide is working on this project and almost has it completed. We did not purchase the software, saving money. It will be completed before the beginning of Fall 2021.	

Academic Affairs				Core Value 1C
Mathematics/Physics				
Members of the department will attend a professional development conference emphasizing developmental and remedial education in the college environment.				
Estimated Cost	Existing Money	$0	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget	Professional Development	Student Fees (New/Existing)	
Exp. Completion	Spring 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		LCC is committed to improving the developmental math program and such conferences may assist in establishing best practices that could be adopted by the LCC math department.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		One member of the department attended the 2020 WSU Virtual Accessibility Summer Camp. One department member was scheduled to attend the 2020 American Mathematical Association of Two Year Colleges (AMATYC) conference but did not due to the Covid Pandemic. That department member plans to attend the 2021 AMATYC conference Actual costs: $0 for FY2021. Professional development funds will be used for the 2021 AMATYC conference.	

Academic Affairs				Core Value 1C
Mathematics/Physics				
The department will look for new ways to implement and integrate new technologies into college algebra sequence and developmental math sequence courses as a means of improving retention in developmental math students. Technologies could include web based homework platforms and computer labs dedicated to assisting developmental math students.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		LCC is committed to improving the developmental math program and the use of such technologies could be an essential component in improving retention in college algebra sequence and developmental math sequence courses.	
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		No new changes to the developmental curriculum have been implemented since the introduction of the Beginning Algebra with Review course. The Beginning Algebra with Review course has continued to experience reasonable success.	

Academic Affairs				Core Value 1C
Nursing				
Maintain the additional five (5) students to NURS 120 Fundamentals of Nursing course each fall in efforts to retain and graduate more nurses for community needs.				
Estimated Cost	Existing Money	$3000	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		1	
	Rating Rationale:		Increase program retention rates and add more beginning nurses for community needs. Maintain the additional Clinical Nurse Faculty to comply with KSBN faculty-to-student ratios in clinical.	
Satisfactory Level of Objective Completion	Rating:		0	
	Satisfactory Level Rationale:		Success is minimal do the limited space in the classroom (Z209), limited number of clinical sites for additional students, and increased technology difficulties for computerized testing with the larger number of students in one classroom. Faculty have spent a large amount of time ensuring fire codes are not violated due to the number of students, faculty, and others who may enter the room during class periods. The number of clinical sites are limited and with more out-patient procedures, the number of in-patients available for student clinical assignments has been difficult to secure due to the increased number of nursing students. IT has been extremely helpful with assisting nursing faculty during computerized testing, but the program experienced numerous student complaints surrounding the slowness of the computers during scheduled examinations.	

Academic Affairs					Core Value 1C
Physical Therapist Assistant					
Explore the use of voice over power points/videos outside of the classroom					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	FY2021				
Objective Relevance to Outcome	Rating:		2		
	Rating Rationale:		To promote learning outside of the classroom and to allow for more interactive class time addressing the material		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Goal: a minimum of two trials and acquiring student feedback. 6/1/2020: As a result of the pandemic these tools were implemented on several levels and received positive feedback from the class. The program will explore options on how to expand and implement these tools. Most of these tools have no added cost to use the free versions. More features are available if we were to purchase the upgrade versions.		
Student Affairs					**Core Value 1C**
Student Support Services					
Implement new grant cycle policies and procedures in order to increase the retention and graduation rates for first-generation, income-eligible program participants at LCC					
Estimated Cost	Existing Money	$300000	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget	Student Support Services	Student Fees (New/Existing)		
Exp. Completion	Spring 2021				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Student Support Services participants achieve higher retention and graduation rates when compared to LCC students who qualify for SSS but do not participate. In this first year of a new five-year grant cycle, SSS project staff will be continuing the ongoing work of academic supports and interventions, with a greater focus on non-cognitive skills.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		New five-year grand funded beginning September 1, 2020.		

Outcome 1D: Use technology to expand opportunities for student learning and student services.

Academic Affairs					Core Value 1D
Accounting/Business					
Purchase the most current QuickBooks software for the Computer Accounting course. This will be updated every two years.					
Estimated Cost	Existing Money	$2000	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget	IT	Student Fees (New/Existing)	1000	
Exp. Completion	Before Spring 2021				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		To be an effective learning process, the software should mirror workplace tools and procedures. The software/technology update is critical to expanding opportunities for students to increase their employability skills.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		The software was implemented as needed in the M305 computer lab. (Dec 2020 update): IT has the updated software		

Academic Affairs					Core Value 1D
Chemistry					
To purchase a Nuclear Magnetic Resonance (NMR) Instrument					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$25000	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	FY2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		This instrument would be used primarily by Organic Chemistry II students. (It may also be introduced to Organic Chemistry I students). It likely would not be used by other chemistry students.		
Satisfactory Level of Objective Completion	Rating:		0		
	Satisfactory Level Rationale:		This has not yet been accomplished. Any money available should first be used to purchase an IR (infrared spectrophotometer) instrument first because the one the college has no longer functions; cost about $4200		

Academic Affairs				Core Value 1D
English				
Use publisher-provided online resources with our textbooks to provide mastery learning in grammar and other aspects of composition				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Fy2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Using these resources provides students with the opportunity for Mastery learning, which allows them to move at their own pace through some of these areas of instruction. It also frees up classroom time for more personalized writing instruction and feedback, creating a better working relationship between students and instructors.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Full-time and adjunct faculty implemented the use of LaunchPad in their classes successfully.	

Academic Affairs				Core Value 1D
Library				
Research instituting a laptop checkout program in the library				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		The new library building has space for 16 computers. This is not always adequate when classes come in for tours or to do research. The twelve computers and cart bought for this objective will fulfill this need. The computers may also be checked out to students for use in the library when classes are not using them. The computers would only be available during regular library hours. Each student will have to show a photo id and sign a release form to receive a computer. Some or all of the funding may be able to be reduced by the use of grants if any are available. The amount is an estimate and the purchase would go through the IT Department.	
Satisfactory Level of Objective Completion	Rating:		0	
	Satisfactory Level Rationale:		This project was not completed as the funds for it were not approved by the IT Department and Administration at this time.	

Academic Affairs				Core Value 1D
Mathematics/Physics				
Continue to use and expand use of Jing and the Notepads				
Estimated Cost	Existing Money	$130	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Jing videos represent the primary means of instruction in LCC's online math courses. They are hosted on the Screencast website and the professional responsibility ensures no issues with bandwidth or storage space.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Jing videos hosted on screencast.com continue to be used in all online math courses at LCC and as a supplemental resource in many on ground math courses. $100/year covers the cost of a Screencast Pro account used to host Jing videos	

Academic Affairs				Core Value 1D
Nursing				
Develop a technology replacement schedule for the Simulation Center high-fidelity manikins to be used in the Simulation Center or classroom settings.				
Estimated Cost	Existing Money	$	New Money One Time	$100000
	Grant Funded	$	New Money Ongoing	$8000
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Patient Care Simulation is a consistent and essential part of the Nursing Program. Simulation is integrated into each nursing course through coursework and clinical requirements. Program simulators range in age 7-15 years old. There is a need to have a replacement plan in place to sustain the quality of graduates and ensure good end-of-program student learning outcomes.	
Satisfactory Level of Objective Completion	Rating:		1	
	Satisfactory Level Rationale:		Although, this continues to be a program need, the simulation nurse faculty member did not complete a replacement plan. The program director has written an additional grant to secure an additional simulator for the Simulation Center.	

Academic Affairs				Core Value 1D
Physical Therapist Assistant				
Implement the use of an electronic medical record (EMR) documentation system				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$0
	Dept. Budget	Dues	Student Fees (New/Existing)	
Exp. Completion	Dec-20			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		Most clinical sites are using a variety of EMR systems. We will not be able to simulate all systems, but we need to be able to provide the basic knowledge on the use of these systems.	
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		Students will be able to proficiently provide documentation using an EMR system. 6/1/2020: This was explored but was unable to implement in the fall of 2019. The program, plans to acquire and implement WebPT in the fall of 2020.	

Academic Affairs					Core Value 1D
Psychology					
Support Open Enrollment Resources (OER) Platform to expand student learning opportunities.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Fy2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		Search for new updated OER textbook for (1) General Psychology; (1) Developmental Psychology; (1) Psychology of Adjustment to support OER resources, to keep teaching materials updated, and to support. Expand, and improve student learning through technology. Additionally, utilize OER materials to reduce student costs, support service to students, and to provide students with foundational skills and knowledge essential in work and in life. Ongoing and continuous		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Adoption of new updated OER resources in General Psychology. Developmental Psychology switched from OER resources to a traditional textbook due to creditability of OER Developmental Psychology text.		
Financial Affairs					**Core Value 1D**
IT/Cherokee Center					
Purchase a KwikBoost Free Standing Deluxe Cell Phone Charging Station or something similar					
Estimated Cost	Existing Money	$	New Money One Time	$500	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Spring 21				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		With the increased reliance on mobile devices, it is more important than ever for academic institutions to offer charging amenities to their students, faculty and guests.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Installed charging stations at the Cherokee Center.		

Financial Affairs				**Core Value 1D**
IT/Cherokee Center				
Purchase 2 additional ELMOS for Classrooms at Cherokee				
Estimated Cost	Existing Money	$	New Money One Time	$5000
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Spring 21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		ELMOS would save paper and handouts, which would support the LCC Green Initiative. This addition would also impove the ability for instructors to teach and interact with the material. An increasing number of instructors, full-time and adjunct, are requesting use of ELMOS or are expecting them in the classroom as a teaching tool.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Completed	

Outcome 1E: Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

Academic Affairs					**Core Value 1E**
Exercise Science					
Expand fitness class opportunities to Cherokee Center and extension sites if possible.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Dec-20				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		Courses need to be attached to program or fees will be charged to pay for instructor.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Ongoing; Reviewing different options and program layout		

Student Affairs					**Core Value 1E**
Financial Aid					
Make Scholarship application available Oct 1st and accept a 6 semester transcript for Freshman Academic Scholarships.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Fall 2020				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		A smoother process for students and will also make LCC more competitive.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Completed and provided more opportunities for students to qualify for scholarships.		

Student Affairs				Core Value 1E
Financial Aid				
Investigate new Jenzabar Financial Aid Module to see if this would be a better/less expensive than PowerFAIDS				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Spring 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		If this module works better than our current software, it could reduce man hours, allow better communication with our students and possibly allow the Financial Aid Office to go paperless.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Investigation completed. Jenzabar indicated the product would not be cost effective for our institution.	

Core Value 2: Education for a Globally Connected World: Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

Outcome 2A: Improve and expand linkages with educational partners and community agencies for mutual benefit.

Academic Affairs				**Core Value 2A**
Communications				
Build and maintain at least one additional partnership between the Communication Department and area non-profits/businesses for students to gain experience within the field of communication (public relations, advertising, etc.)				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Continue cultivating relationships with local media outlets and the Parsons Chamber to provide students the opportunity for unpaid internships in order for students to gain "real world" experience/knowledge in the field.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Students in the public relations class made valuable connections and gained knowledge from Parsons Economic Development and Tourism Director. Students also made connections at the local radio station and gained experience recording public service announcements.	

Academic Affairs				Core Value 2A
Physical Therapist Assistant				
Partner with a community organization to provide community service. E.g.-day of service for those with mobility issues				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		Provision of community is important to the profession of PT and to LCC. We need to find a partner that will enable our students to have this experience.	
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		Goal: Students to provide 4 hours of service. 6/1/2020: This has proven to be a difficult task. Students feel to pressed for time to participate. The community organization s that have expressed interest have provided minimal instruction to allow students to feel confident with participation. We will continue to explore this goal.	

Academic Affairs				Core Value 2A
Psychology				
Due to COVID, there were not any opportunities to partner with Community Mental Health. There also were not any Mental Health First Aid programs offered.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Cultivate relationship with one additional partnership between the Psychology Department and community-based organizations in the Parsons community, specifically the Labette Center for Mental Health Services to assist students in networking with professionals in the field of psychology to expand linkages with community agencies and improve the community through civic engagement opportunities. Send at least (2) students to the Adult Mental Health First Aid program and (2) students to the Youth Mental Health First Aid where they will earn a national certificate of completion. Send (4) students to work the Caring and Compassion Awards ceremony. The Psychology Program will collaborate with Labette Center for Mental Health Services to develop and work (1) fundraiser.	
Satisfactory Level of Objective Completion	Rating:		0	
	Satisfactory Level Rationale:		Due to COVID, there were not any opportunities to partner with Community Mental Health. There also were not any Mental Health First Aid programs offered.	

Financial Affairs				Core Value 2A
IT				
Continue Participation in KCCIT				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Very valuable professional networking	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Networking of peers is one of the most valuable tools available to me. Participation was virtual this year.	

Public Relations				Core Value 2A
Public Realtions				
Engage two community service organizations with speaker's bureau list.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget	PR	Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Important to engage, and offer free services to community through speaking engagement services.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Provided speakers bureau for Soroptimist, Kiwanis, and Rotary	

Public Relations				Core Value 2A
Public Realtions				
Promote mission of the college, both internally and externally, during at least 6 campus & community events.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		Important to promote the mission of the college during community and campus events to create community support.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Public community events, difficult to host during pandemic. Altering to virtual events, promoting those events was successful.	

Outcome 2B: Respond to the diverse learning needs of our community.

<table>
<tr><th colspan="3">Academic Affairs</th><th colspan="3">Core Value 2B</th></tr>
<tr><td colspan="6">Sonography</td></tr>
<tr><td colspan="6">We have expanded our recruiting efforts to meet the 5P1 Perkin's nontraditional participation that will include more males, African American, and other minorities. By targeting these groups, we will diversify and increase self-value while increasing dignity and respect of each student. By 2021 we would like to increase our class ratio of the above by 10%.</td></tr>
<tr><td rowspan="3">Estimated Cost</td><td>Existing Money</td><td>$</td><td>New Money One Time</td><td colspan="2">$</td></tr>
<tr><td>Grant Funded</td><td>$</td><td>New Money Ongoing</td><td colspan="2">$</td></tr>
<tr><td>Dept. Budget</td><td></td><td>Student Fees (New/Existing)</td><td colspan="2"></td></tr>
<tr><td>Exp. Completion</td><td colspan="5">June 2021</td></tr>
<tr><td rowspan="2">Objective Relevance to Outcome</td><td colspan="2">Rating:</td><td colspan="3">2</td></tr>
<tr><td colspan="2">Rating Rationale:</td><td colspan="3">Increasing and diversifying our program will help meet the needs of our community and increase the 5P1 nontraditional participation Perkin's requirements.</td></tr>
<tr><td rowspan="2">Satisfactory Level of Objective Completion</td><td colspan="2">Rating:</td><td colspan="3">3</td></tr>
<tr><td colspan="2">Satisfactory Level Rationale:</td><td colspan="3">We added several non-traditional students to our new cohort. We have been working to transition our program to an online delivery system. (Include comments or results)</td></tr>
<tr><th colspan="3">Financial Affairs</th><th colspan="3">Core Value 2B</th></tr>
<tr><td colspan="6">Cherokee Center</td></tr>
<tr><td colspan="6">Increase enrollment of minority students in two semesters by 4% in on ground courses.</td></tr>
<tr><td rowspan="3">Estimated Cost</td><td>Existing Money</td><td>$</td><td>New Money One Time</td><td colspan="2">$</td></tr>
<tr><td>Grant Funded</td><td>$</td><td>New Money Ongoing</td><td colspan="2">$</td></tr>
<tr><td>Dept. Budget</td><td></td><td>Student Fees (New/Existing)</td><td colspan="2"></td></tr>
<tr><td>Exp. Completion</td><td colspan="5">Jun-21</td></tr>
<tr><td rowspan="2">Objective Relevance to Outcome</td><td colspan="2">Rating:</td><td colspan="3">3</td></tr>
<tr><td colspan="2">Rating Rationale:</td><td colspan="3">A core institutional value is Education for a Globally Connected World and in an effort to live this value it is important to improve minority recruitment efforts.</td></tr>
<tr><td rowspan="2">Satisfactory Level of Objective Completion</td><td colspan="2">Rating:</td><td colspan="3"></td></tr>
<tr><td colspan="2">Satisfactory Level Rationale:</td><td colspan="3"></td></tr>
</table>

Student Affairs				Core Value 2B
Admissions				
Recruit at Adult Basic Education sites				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Spring 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Recruiting at ABE sites is not something that is currently on the recruiting schedule, so adding these locations will help extend our potential student reach and diversity.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Moved to FY2022	

Student Affairs				Core Value 2B
Student Success Center				
Establish and implement Peer Tutoring procedures to enhance each tutor's approach with our diverse student body.				
Estimated Cost	Existing Money	$	New Money One Time	$250
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget	SSC	Student Fees (New/Existing)	
Exp. Completion	Fall 2020			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		An increased understanding of diverse student needs is essential to the academic mentoring relationship that defines the successful tutor-student relationship.	
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		Curriculum for addressing this tutor-education initiative is in development but has not yet been implemented	

Student Affairs				Core Value 2B
Talent Search				
Conduct additional small group or large group FAFSA night(s) to ensure every senior has the opportunity to complete the FAFSA.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$100	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Spring 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		This objective will assist the wide demographic of Talent Search students and parents ensuring equal FAFSA education to all Talent Search participants.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Two FAFSA events were conducted via ZOOM for all TRIO Seniors and rising Juniors. The event was led by the TRIO Director and Education Advisors. The event was well received and word of mouth prompted a third event to be scheduled.	

Outcome 2C: Increase the availability of skilled workers to meet the needs of the community and the State.

Academic Affairs				Core Value 2C
Accounting/Business				
Advertise the QuickBooks course to increase awareness in the business community that this job skills class is available. This is part of the program action plan.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget	PR	Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		This course teaches students to use the QuickBooks program; upon completion students have gained skills that are needed in the local business community.	
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		PR did advertise but there was no contact name on the advertising so when potential students called inquiring about this class they would be transferred to the Workforce office, who wasn't aware of this course, so we lost potential enrollment when those people were informed that there was no such course being offered. Once I found out about it, I used my Facebook page to advertise it. Two additional people enrolled after that indicating they had seen my post on Facebook. I have spoken with PR to get this corrected the next time the course is offered. (Dec 2020 update): Communicating with the PR department on this issue.	

Academic Affairs					Core Value 2C
Business Administrative Technology					
Explore the possibility of changing the current 3-credit-hour Word and Excel classes into 1-credit hour Beginning Word, Beginning Excel, Intermediate Word, and Intermediate Excel.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Spring 2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		A couple of community colleges do this already. This would also be more attractive to community members who might be more interested in taking shorter-term workshop.		
Satisfactory Level of Objective Completion	Rating:		1		
	Satisfactory Level Rationale:		I did discuss this about Spreadsheets with the Accounting instructor, and so far the three-credit hour course works for their program. I haven't pursued it beyond that.		

Academic Affairs					Core Value 2C
Physical Therapist Assistant					
Marketing/recruiting for the PTA program at a variety of locations in the community					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$500	
	Dept. Budget		Student Fees (New/Existing)	0	
Exp. Completion	Ongoing				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		Important to have quality applicant to the program.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Complete 10 marketing/recruitment events a year. 6/1/2020: This was not accomplished in part due to many events were cancelled as a result of the pandemic. The program will continue to participate in recruitment events when they are available and time allows.		

Academic Affairs				Core Value 2C
Psychology				
Evaluate retention and success of first year students completing the new social and human services assistant program. Also review recruitment efforts of new students into the program.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Assure students are prepared with the appropriate skills to work in the community and the state by providing a quality social and human services assistant program and by evaluating and measuring student success once students complete the program. This will improve and expand linkages between LCC and community agencies and will improve the communities we serve through civic engagement opportunities. Ongoing and continuous	
Satisfactory Level of Objective Completion	Rating:		0	
	Satisfactory Level Rationale:		There has not been a creation of a social and human services assistant program at LCC. This has been put on hold due to COVID-19.	
Foundation				**Core Value 2C**
Foundation				
Work with workforce director to investigate and pursue new opportunities for partnerships to support the growth of career and technical programs				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:			
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Moved to FY22	

Outcome 2D: Engage students in contributing to the well-being of their community through community service.

Academic Affairs					Core Value 2D
Art					
Continue to offer the Jr. Cardinals art classes					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Students have been helping co-teach the jr. Cardinals art classes. So far, we've offered pottery multiple times, painting, and sculpture. The class gives local 7-12 year olds access to art and also provides outreach to the community.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		There is value in this activity but COVID has restricted our ability to provide this activity		
Academic Affairs					**Core Value 2D**
Communications					
Utilize one additional course project for service learning.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	FY2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		Public Relations students select a service-learning project that benefit the LCC campus community and/or the Parsons community as well as engaging students in the "good causes."		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Students in the public relations class hosted three different virtual events to benefit area non-profits. Students gained valuable real-world experience in a variety of public relations practitioner tools as well as brought awareness to area non-profits.		

Academic Affairs				Core Value 2D
Psychology				
Faculty will actively search out meaningful projects for their students to participate in.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2020			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Incorporate 5 hours of meaningful volunteer experiences for all Psychology classes to provide real world applied learning experiences that will equip students with the foundational skills and knowledge to be successful in life and in work environments, and will contribute to the well-being of their community through community service and will improve the communities we serve through civic engagement opportunities. Target agencies: Department of Family Services, and Service Area Charter Academy.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Volunteer hours were not required due to COVID restrictions but Psychology classes did partner with KVC for the “Underwareness” Campaign. This allowed students to gather socks, underwear and Pjs for children within Labette County that were in foster care. This was very successful.	

Student Affairs				Core Value 2D
Student Life				
Involve students in community outreach and service projects.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Spring 2021			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		Explore and commit to areas in which students can contribute to the community and its citizens.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		SGA sponsored a clothing drive (pj's, underwear, and socks for foster kids in our area. They gathered over 500 items to donate.	

Outcome 2E. Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.

Academic Affairs				**Core Value 2E**
Dental Assistant				
Continue to incorporate hybrid classes to cut down on program length.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Changing the delivery method of certain classes within the curriculum would ultimately benefit our students by allowing them to enter the workforce sooner.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		The class of 2020 was the first to graduate in 9 months due to the changes in delivery methods in several classes (hybrid/online). Student were on track to complete their clinical hours on-time until COVID-19 hit. Future semesters will hopefully go more smoothly.	

Academic Affairs				**Core Value 2E**
Exercise Science				
Explore exercise science expansion opportunities at Cherokee Center and extension sites.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Spring 2021			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:			
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		Ongoing: determining what times and course offerings would be best suited for the CKCAM area.	

<table>
<tr><th colspan="3">Academic Affairs</th><th colspan="3">Core Value 2E</th></tr>
<tr><td colspan="6">Radiography</td></tr>
<tr><td colspan="6">Begin researching additional post-primary educational course offerings our institution could provide our graduates and other Registered Technologists to increase their marketability. (Magnetic Resonance Imaging & Computed Tomography: Online / Hybrid Certificate programs)</td></tr>
<tr><td rowspan="3">Estimated Cost</td><td>Existing Money</td><td>$</td><td>New Money One Time</td><td>$</td></tr>
<tr><td>Grant Funded</td><td>$</td><td>New Money Ongoing</td><td>$</td></tr>
<tr><td>Dept. Budget</td><td>Perkins</td><td>Student Fees (New/Existing)</td><td></td></tr>
<tr><td>Exp. Completion</td><td colspan="4">Ongoing</td></tr>
<tr><td rowspan="2">Objective Relevance to Outcome</td><td colspan="2">Rating:</td><td colspan="2">2</td></tr>
<tr><td colspan="2">Rating Rationale:</td><td colspan="2">Develop and administer a need assessment survey to Program Advisory Committee members and Clinical Affiliate administrators to determine which post-primary educational course opportunities are needed for staffing purposes. U.S. Labor Statistics Job Outlook for Radiologic and MRI Technologists to increase 13% from 2016-2026.</td></tr>
<tr><td rowspan="2">Satisfactory Level of Objective Completion</td><td colspan="2">Rating:</td><td colspan="2">2</td></tr>
<tr><td colspan="2">Satisfactory Level Rationale:</td><td colspan="2">Primary Needs Assessment Survey was conducted at the March 12, 2021 advisory meeting. 12/12 committee members completed the survey. 100% of the surveys returned from committee members feel the program should consider offering post-primary ARRT certification programs in future. 75% of the committee members would like to see the program offer MRI and CT post primary certifications, 17% CT only and 8% MRI. Future educational course offerings will be discussed at the Radiography Program Advisory Committee Spring 2021 - CT / MRI Certificate programs. Need discussion with LCC Administration regarding appropriate offering of CT / MRI certifications with future learning opportunities and expanding the CTE certificate offerings for medical imaging professionals. Grant opportunities and sustainability of programs will be included in this discussion. Cost pending which certificate program will be offered.</td></tr>
</table>

Financial Affairs				Core Value 2E
IT				
Continue to work with Distance Ed and Academic Affairs for procedures in maintaining Academic Integrity in the Online Environment.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:			
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Online Integrity has become an issue. Steps have been made in improving this issue, and there is still work to be done.	

Financial Affairs				Core Value 2E
IT				
Look into options for upgrading or replacing the current Polycom System.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:			
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Replaced the Polycom System with Zoom Room Technology. Furnishings still need replaced to make the space more optimal.	

Financial Affairs					Core Value 2E
IT					
Track 5 Year Accessibility Plan					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:				
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Tracking is crucial to successful implantation. The plan was put on hold this year, but will continue.		

Student Affairs					Core Value 2E
Student Success Center					
Expand extant TEAS review course beyond A&P content to address math and language skills measured on the test.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget	Student Success Center	Student Fees (New/Existing)		
Exp. Completion	Spring 2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		TEAS test scores are an important indicator of academic preparation and readiness for the demands of our health science programs. This intervention model will expand our current offerings.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Academic Coordinator implemented new TEAS test preparation procedures focusing on pre-test measurements of academic needs and tailored instruction in those areas.		

Student Affairs				Core Value 2E
Student Support Services				
Develop and implement a companion course for SSS participants enrolled in developmental math courses with the goal of increasing their retention, pass, and promotion rates in said courses.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget	Student Support Services	Student Fees (New/Existing)	
Exp. Completion	Spring 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Math achievement is a critical component of retention and graduation for academically at-risk students. This intervention model will seek to address targeted remediation needs for individual students in order to address these skill deficiencies.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to FY2022	

Core Value 3: Continuous Improvement: Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement.

Outcome 3A: Improve the system of defining and assessing student learning outcomes.

Academic Affairs				**Core Value 3A**
Academic Affairs				
Explore different methods of accurately and effectively measuring student learning course outcomes and incorporating that data into program				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Spring 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		TEAS test scores are an important indicator of academic preparation and readiness for the demands of our health science programs. This intervention model will expand our current offerings.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Most of our Health Care programs use TEAS for academic preparedness.	

Outcome 3B: Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.

Academic Affairs				**Core Value 3B**
Distance Education				
The Distance Ed Committee will continue to review and revise components of the Online Handbook and the Online Teaching course to reflect up-to-date online practices and new innovations in the online environment to support and empower instruction.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		The purpose of the Distance Education Committee is to provide advice and recommendations to LCC Administration and others as appropriate regarding instructional and institutional issues relating to distance education. The Committee also acts as a resource for faculty who teach video, hybrid, and online courses both by proactively seeking ways to improve distance learning and by finding solutions to new problems as they develop in the ever-changing online environment.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		The Distance Education Committee continued to review and when necessary make revisions to the Online Handbook, the Online Course Evaluation Rubric, and the Online Teaching Course. Changes to the Online Teaching Course to reflect the college's commitment to accessibility were made in Fall 2020 and discussions are underway to make similar changes in the Online Course Evaluation Rubric.	

Academic Affairs				Core Value 3B
Psychology				
Support efforts to increase student recruitment, retention, and graduation rates in all departments and among all student groups.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Invite seniors from (1) local high school specifically, Parsons Senior High School, to participate in a General Psychology class to develop a final class project. The goal is to collaborate with local high schools to recruit students from local high schools to Labette Community College, to empower LCC students from a General Psychology class to take an active role in student learning and success and to enhance campus environment.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:			

Academic Affairs				Core Value 3B
Psychology				
Support efforts to increase student recruitment, retention, and graduation rates in all departments and among all student groups.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Invite seniors from (1) local high school specifically, Parsons Senior High School, to participate in a General Psychology class to develop a final class project. The goal is to collaborate with local high schools to recruit students from local high schools to Labette Community College, to empower LCC students from a General Psychology class to take an active role in student learning and success and to enhance campus environment.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Completed: this collaboration is important for bridging gaps between high school students and college student who may be interested in the program of study	

Academic Affairs				Core Value 3B
Respiratory Therapy				
Increase/Improve manpower within the Respiratory Therapy Program				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$5000
	Dept. Budget	Respiratory Therapy	Student Fees (New/Existing)	
Exp. Completion	Fall 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		The Respiratory Therapy Department has been scaled down since 2012. The program needs three people to have enough manpower to successfully advise, teach, and mentor our students.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		The department was able to keep Ross Harper as an adjunct instructor for one course per semester. This was necessary for the clinical instructor to attend clinicals and for the director to be effective. Furthermore, the college received a grant for a Career Tech Ed advisor. The employee in this position has made exceptional improvements in marketing our health science programs. These changes will help our program, with positive changes forecasted to be seen at the 3-5 year mark.	

Financial Affairs				Core Value 3B
Human Resources				
Implement salary increase for employees at the cost of living rate or slightly more				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		This objective is critical to be able to hire and retain good employees. The cost of living and health insurance costs continue to rise. We also are expecting more and more out of employees due to downsizing and increased mandates and reporting requirements.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		5% salary increase for staff making under $50,000 and 3% salary increase for staff over $50,000	

Financial Affairs				Core Value 3B
Human Resources				
Discuss and research possibilities to implement longevity pay for long term employees.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Dedicated long term employees are frustrated when new employees are hired making a comparable wage due to inflation. They feel unappreciated and productivity declines. An incentive such as this would increase the morale and self-worth of long term employees.	
Satisfactory Level of Objective Completion	Rating:		0	
	Satisfactory Level Rationale:		Not completed	

Outcome 3C: Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning and strengthen leadership skills.

Academic Affairs				**Core Value 3C**
Distance Education				
A member of the committee will attend a professional development conference emphasizing online teaching and learning to obtain new ideas for LCC courses and instructors.				
Estimated Cost	Existing Money	$1500	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget	Professional Development	Student Fees (New/Existing)	
Exp. Completion	Fall 2022			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		The purpose of the Distance Education Committee is to provide advice and recommendations to LCC Administration and others as appropriate regarding instructional and institutional issues relating to distance education, such as curriculum issues, online instruction, computer software compatibility, training, and professional development.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		The IT Director/staff attended multiple conferences and workshops on the Jenzabar LMS and on Accessibility	

Academic Affairs				**Core Value 3C**
Physical Therapist Assistant				
LCC PTA educators to attend APTA sponsored education seminars for those in the education field				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$5000	New Money Ongoing	$
	Dept. Budget	Perkins/PTA Travel	Student Fees (New/Existing)	
Exp. Completion	May-21			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		CAPTE requires educators to be current in the field. These national courses are geared for educators in Physical Therapy.	
Satisfactory Level of Objective Completion	Rating:		1	
	Satisfactory Level Rationale:		Goal: At least one faculty member to attend one national APTA conference every two years. 6/1/2020: Faculty participation did not occur due to no funds were available.	

Academic Affairs				Core Value 3C
Radiography				
Purchase continuing education modules for our clinical instructors.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$1000	New Money Ongoing	$
	Dept. Budget	Perkins	Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Purchase of continue educational ASRT modules for our clinical instructors to promote lifelong learning and enhance their leadership skills. JRC Standard Two Objective 2.3: Purchase ASRT Modules with Perkins:	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Gale Brown informed program clinical preceptors (instructors) dates for the Kansas Society of Radiologic Technologist annual virtual convention at the Spring Advisory Meeting for additional CEU opportunities. The department had purchased a few extra ASRT modules last year and these modules were provided to clinical preceptors that requested CEUs this fiscal year. The American Society of Radiologic Technologists (ASRT) allowed clinical preceptors to access their website for a few free training sessions, although no CEUs were awarded as these modules were for educational purposes only. These two free modules, the Clinical Supervision and COVID 19 were provided to them at $0 cost to program this year and clinical preceptors that needed the CEUs were provided them.	

Academic Affairs				Core Value 3C
Radiography				
Professional Development to maintain lifelong learning for accreditation status.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$50	New Money Ongoing	$
	Dept. Budget	Perkins	Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Attend a national educator seminar every year and the Kansas Society of Radiologic Technologists (KSRT) annual conference to maintain compliance with the JRC Standard Two Objective 2.3 for providing professional development opportunities for the Program Director and faculty. West Coast Educators Conference (WCEC) & KSRT Conference	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		WCEC: West Coast Educators Conference (WCEC) In Orlando Florida February 8-12, 2021 was cancelled due to COVID-19 Pandemic and the event was not rescheduled. Jim Sass, a member of Atlanta Society of Radiologic Technologist Convention committee, advised their Educator Conference is tentatively scheduled for February 25 – March 1, 2022 and at this time the format is unknown. KSRT: Gale Brown attended the virtual KSRT Conference on March 26 & 27, 2021. Since this conference was scheduled over LCC's observed Spring Break, Gale was the only program official that attended the event. Total Cost $50.00 Registration Fee.	

Financial Affairs				Core Value 3C
Business Office				
Jenzabar Training for Staff who have not taken it.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Providing training to our staff to help them be as efficient and effective as possible is important.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Two staff members completed training. IT will look for ways to better organize and track training. A new committee similar to the Power Users Group was started to address this need.	

Financial Affairs				Core Value 3C
Cherokee Center				
Provide staff member(s) opportunity to attend professional development events focusing on increasing customer service.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Participating in professional development events provides opportunities for consistent high quality work product.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Completed	

Financial Affairs				Core Value 3C
Cherokee Center				
Provide professional development for Cherokee Center in advising and recruitment.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		The majority of Cherokee Center students take classes at the Cherokee Center with plans to transfer to PSU or MSSU. Trained advisors would increase student success through a successful transfer process.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Ongoing	

Financial Affairs				Core Value 3C
Human Resources				
Conduct Professional development/training opportunities for staff				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Focusing on employee department training, New employee orientation, Title IX, Sexual Harassment, Diversity, RedZone, Jenzabar, Red Flag, Safety, ALICE, Bloodborne Pathogens, EEO laws for hiring committees. Training and professional development is essential for employees to provide quality services to students, avoid litigation, and for staff to feel empowered in their jobs.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Completed	

Financial Affairs				Core Value 3C
Human Resources				
Implement a Leadership Course for Supervisors				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Supervisors need support in their roles when leading their subordinates.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to FY2022	

Financial Affairs				Core Value 3C
IT				
IT staff will engage in at least 1 Professional Development Opportunity				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Important to stay relevant	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		IT implemented many new technologies this year, all of which required additional training.	

Financial Affairs					Core Value 3C
IT					
Track Training Plan implemented in FY20					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Turn over training is crucial to productivity, and reduces data entry standard errors.		
Satisfactory Level of Objective Completion	Rating:		2		
	Satisfactory Level Rationale:		IT enrolled many users in Training Plans, but only some completed successfully. We will continue to look at avenues for additional staff training.		

Foundation					Core Value 3C
Foundation					
Host Gribben English Lecture Series					
Estimated Cost	Existing Money	$4000	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget	English Dept.	Student Fees (New/Existing)		
Exp. Completion	Ongoing				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:				
Satisfactory Level of Objective Completion	Rating:		0		
	Satisfactory Level Rationale:		Cancelled due to pandemic		

Public Relations				Core Value 3C
Public Realtions				
Attend NCMPR/Graphic Design or other marketing conference or webinar to build networking and gain knowledge about new marketing trends and graphic design				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget	PR	Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		The PR department has not taken part in off-campus professional development in many years. There is a need to stay current on marketing trends within the realm of community colleges.	
Satisfactory Level of Objective Completion	Rating:		1	
	Satisfactory Level Rationale:		Due to pandemic, difficult to attend in person events for professional development. Plan for FY 22	

Student Affairs				Core Value 3C
Admissions				
Plan/Execute an internal Advising Training during In-service for all faculty and general academic advisors				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Spring 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Establishing and clearly communicating a consistent academic advising process across campus is necessary training for our institution and crucial for the success of our students.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Two major advising trainings were held in a group setting, one for the Faculty, who use Redzone for registration and a second for staff, who use Jenzabar for registration. These trainings were focused on helping employees understand the steps that need to be taken to operate the technology to get a student registered for classes. It also focused on introducing the idea of "intrusive advising" and what staff/faculty can do to go beyond simply helping a student choose what classes s/he want to take. This advising training was extremely effective as it helped consistently train employees across campus to ensure a positive experience for students no matter what advisor they are meeting with. Attendees were grateful for the training and expressed it's worth. Future training topics were obtained from the initial meeting. These monthly advising trainings will be implemented as part of SEM.	

Student Affairs				Core Value 3C
Military Connected Student Services				
Military-Connected Student Services Coordinator to attend NASPA Symposium on Military-Connected Students.				
Estimated Cost	Existing Money	$2500	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Feb-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Attending military related student affairs symposiums and conferences provides opportunities for learning, gathering of ideas, and networking with other institutions. These activities and partnerships are key components of establishing an effective and supportive Military-Connected Student Support Services program.	
Satisfactory Level of Objective Completion	Rating:		1	
	Satisfactory Level Rationale:		AVECO conference was cancelled for FY21 due to COVID-19 travel restrictions; Objective is already in FY2022	

Student Affairs				Core Value 3C
Student Life				
Attend on ground and/or online opportunities to strengthen leadership and retention skills.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		To gather new and updated information regarding student leadership, as well as, current retention concerns.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to Fy2022	

Student Affairs				Core Value 3C
Student Support Services				
Identify staff member(s) to attend professional development opportunities focusing on increasing services for SSS participants with disabilities.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$5000	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:			
	Rating Rationale:			
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to Fy2022	

Outcome 3D: Improve the utilization of human, physical, technological, and fiscal resources.

Academic Affairs				**Core Value 3D**
Library				
The Library will purchase two gates to protect the print collection from being removed after regular hours during the 24/7 access				
Estimated Cost	Existing Money	$	New Money One Time	$3200
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Dec-20			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		The library's print collection has a high monetary value. Leaving the collection open during the 24/7 access may lead to loss of materials. The gates would be drawn at closing time and opened upon opening the library in the morning. This objective correlates with the #3 bullet for Academic Affairs connected with this objective.	
Satisfactory Level of Objective Completion	Rating:		0	
	Satisfactory Level Rationale:		This project was not completed as the funds for it were not approved by the IT Department and Administration at this time.	
Financial Affairs				**Core Value 3D**
Cherokee Center				
Small electronic outdoor sign to add close to the current sign				
Estimated Cost	Existing Money	$	New Money One Time	$5000
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		To be used as another means of communicating announcements, recognitions, celebrations, etc…	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Continued forward progress on the CyberAudit recommendations.	

Financial Affairs					Core Value 3D
Facilities					
Purchase a new van through the State of Kansas Contract					
Estimated Cost	Existing Money	$26000	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		The vans are used to transport students and student athletes to events.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Complete – van arrived late due to a shortage of computer parts related to COVID		

Financial Affairs					Core Value 3D
Facilities					
Door replacement – West side of Main Building					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget	$22000	Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		The door is old, unattractive and difficult to lock. This has been in the Operational Plan for many years but has been moved because of funding and other priorities.		
Satisfactory Level of Objective Completion	Rating:				
	Satisfactory Level Rationale:		Move to FY2023		

Financial Affairs				Core Value 3D
Facilities				
Replace whiteboards with glass boards				
Estimated Cost	Existing Money	$6000	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		Current whiteboards are functional but instructors prefer glass boards. They also look nicer in the classrooms.	
Satisfactory Level of Objective Completion	Rating:		0	
	Satisfactory Level Rationale:		Not Completed	

Financial Affairs				Core Value 3D
Facilities				
Renovate Student Success Center Restrooms				
Estimated Cost	Existing Money	$15000	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		The bathroom is in need of repair.	
Satisfactory Level of Objective Completion	Rating:		0	
	Satisfactory Level Rationale:		Move to Fy2022	

Financial Affairs				Core Value 3D
Facilities				
Add occupancy sensors in the Hughes Building				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		This will reduce electrical cost.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Completed	

Financial Affairs				Core Value 3D
Facilities				
Add guttering to the Workforce Training Center				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Guttering needs to be added to the building to keep the water away from the building.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move FY2022	

Financial Affairs					Core Value 3D
Facilities					
Improve the look of the retention ponds					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		The retention pounds are unattractive and take away from the look of the campus.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Completed		

Financial Affairs					Core Value 3D
Facilities					
Pave the Workforce Training Center Parking Lot					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		The lot at the Workforce Training Center is gravel and holds water. It is often muddy.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Completed		

Financial Affairs				Core Value 3D
Facilities				
Correct the outside leak on the East entryway of the Hughes Building				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		This will be nicer for students.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Not completed – Determined problem was a bad seam on roof – Move to FY22	

Financial Affairs				Core Value 3D
Facilities				
Improve the look of the East entry way to the Hughes Building				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		This will improve the look of the building.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to FY2022	

Financial Affairs					Core Value 3D
Facilities					
Renovate the Business Office Counter to have two actual desk					
Estimated Cost	Existing Money	$1500	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		2		
	Rating Rationale:		This will improve the working area for staff.		
Satisfactory Level of Objective Completion	Rating:		0		
	Satisfactory Level Rationale:		Remove from operational plan – determined cost will be in excess of budget		

Financial Affairs					Core Value 3D
IT					
Replace Exchange Server on rotation.					
Estimated Cost	Existing Money	$15000	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Email is mission critical and it is important to keep the server up to date.		
Satisfactory Level of Objective Completion	Rating:				
	Satisfactory Level Rationale:		This is currently being scoped. The project will be moved to next year for completion. An emergency upgrade of the Database Servers needed to take place earlier than scheduled.		

Financial Affairs				Core Value 3D
IT/Cherokee Center				
Replace whiteboards with smart boards in two classrooms.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		To keep in trend with what Main Campus has done. Also, it is a way of getting a classroom engaged in the learning process.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		SSC has a new Smartboard, as well as the Dental Program (Dental still needs maintenance for permanent placement).	

Financial Affairs				Core Value 3D
IT/Cherokee Center				
Update computers in Cherokee Center student lounge.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Computers in the student lounge are 6 years old. It would be nice to upgrade to newer used computers that are available.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Completed	

Financial Affairs				Core Value 3D
IT/Cherokee Center				
Update laptops in the carts, especially in C107.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Often, laptops are too slow or never start, which delays the ability to take exams during PolyCom classes. Slow or nonfunctioning laptops also make it difficult for students to do research during classes.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		All LCC Laptops Carts have been upgraded.	
Student Affairs				**Core Value 3D**
Admissions				
Hire a full-time general academic advisor				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$45000
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Is necessary to be able to consistently provide services to LCC students.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to FY2022	

Student Affairs					Core Value 3D
Athletics					
Install air conditioning into the existing gymnasium.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$20000	
	Dept. Budget	Athletics	Student Fees (New/Existing)		
Exp. Completion	Jun-21				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		There has been an increase in heat related injuries in the gymnasium.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Temporary unit is in place and has been used. The new construction has started.		

Student Affairs					Core Value 3D
Athletics					
Complete Phase Two of the Pathways to the Future Capital Campaign by building an addition to the gymnasium and renovating the current gymnasium.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$20000	
	Dept. Budget	Athletics	Student Fees (New/Existing)		
Exp. Completion	Jun-21				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		More space is needed for all athletic programs as well as providing a fitness center for all students.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Campaign has ended and construction has started.		

Student Affairs				Core Value 3D
Athletics				
Research leasing a bus for the college.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		For the safety of students traveling long distances.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Travel is a safety concern and our institution is liable for unsafe travel in vans with Coaches driving many hours/ miles. Need to determine next steps.	

Student Affairs				Core Value 3D
Athletics				
Replace scoreboards at baseball and softball fields				
Estimated Cost	Existing Money	$	New Money One Time	$80000
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Current scoreboards are 19 years old and not very high quality.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to FY2022	

Student Affairs				Core Value 3D
Athletics				
Side goals for gymnasium				
Estimated Cost	Existing Money	$	New Money One Time	$25000
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Currently the gym has two goals. All collegiate basketball teams have at least 4. We have to attain the Capital Campaign to allow for the space of the side goals.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Side goals are in the FF&E of new construction and the construction has started.	

Student Affairs				Core Value 3D
Athletics				
Storage for the baseball and softball fields.				
Estimated Cost	Existing Money	$	New Money One Time	$20000
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Currently have limited storage space at both fields.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to FY2022	

Student Affairs					Core Value 3D
Athletics					
Ability for live streaming at baseball and softball fields.					
Estimated Cost	Existing Money	$	New Money One Time	$0	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Jan-21				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Currently we do not have this ability and it is something that almost all conference schools now provide.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Livestream and internet has been added. Now we need to work out technical glitches to have a quality product for viewers.		

Student Affairs					Core Value 3D
Athletics					
Purchase bat compression testers for both baseball and softball per NJCAA requirements					
Estimated Cost	Existing Money	$	New Money One Time	$2225	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Jan-21				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Required by the NJCAA		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		it is mandated by NJCAA and the testers are in the process of being purchased.		

Student Affairs				Core Value 3D
Athletics				
Resurface Baseball and Softball fields. Replace old irrigation issues.				
Estimated Cost	Existing Money	$	New Money One Time	$35000
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		To assure a safe playing environment. The irrigation at baseball field is 25 years old and constantly being worked on by current head coach. Resurfacing will allow for proper drainage and have less injury hazards.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to FY2022	

Core Value 4: Integrity and Transparency: Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.

Outcome 4A: Improve tracking of and access to data to meet the needs of the institution and external contingencies.

Academic Affairs				**Core Value 4A**
Physical Therapist Assistant				
Use social media and other communications to improve the return of all survey to provide adequate feedback to the program				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Feedback from students, graduates, and employers is necessary to allow the program to assess the need for any changes. We need at least a 25% return to help make these decisions.	
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		Goal: A 25% return rate for each group of surveys. 6/1/2020: Despite attempts via social media, emails, and personal communications, the return of surveys is around 10%. Faculty communicate the need for information while the students are in the program.	

Financial Affairs				Core Value 4A
IT				
Reevaluate Data Entry Procedures and Update				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Data Entry Procedures are important, as reporting efforts depend on clean data.	
Satisfactory Level of Objective Completion	Rating:		0	
	Satisfactory Level Rationale:		A new Power Users Committee has been formed to try to address some data entry issues. Part of that process will be to reevaluate.	

Financial Affairs				Core Value 4A
IT				
Continue Forward Progress on the Cybersecurity Audit recommendations				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:			
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Continued forward progress on the CyberAudit recommendations.	

Public Relations					Core Value 4A
Public Realtions					
Update tracking system of Public Relations requests					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Ongoing				
Objective Relevance to Outcome	Rating:		2		
	Rating Rationale:		The continuous update/improvement of the tracking system for PR requests is beneficial for the PR office and the issuer of the request to complete requests in a timely and cohesive manner.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Complete- utlize to organize, prioritize requests efficiently and aids in budget allocation for advertising		

Public Relations					Core Value 4A
Public Realtions					
Update style manual					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Ongoing				
Objective Relevance to Outcome	Rating:		2		
	Rating Rationale:		The role of the PR department is to ensure that the campus community adhere to the guidelines and proper usage of the college brand.		
Satisfactory Level of Objective Completion	Rating:		1		
	Satisfactory Level Rationale:		Working in progress, not yet complet, FY 22		

Student Affairs				Core Value 4A
Admissions				
To more effectively use Jenzebar's "funnel" feature to track students from prospect to enrollment.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget	Admissions	Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Appropriately using technology, we already have in place to help with the recruiting phase is a very high priority. Up to date training will be necessary for current Admissions staff.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		With the updates/changes to the Admissions Department daily procedure (which is the "funnel" feature referred to in the objective---- Jenzabar's candidacy stage that has action lists tied to each stage), the communication going out to students in each "phase" of their student life cycle is more efficient. These updates ensured that prospective students are receiving information in a much timelier manner than previously. The Admissions Department has also been able to clean up data related to these candidacy stages to ensure we are able to reach out to prospective students who are ready to enroll, but who have not yet done so.	

Student Affairs				Core Value 4A
Military Connected Student Services				
To more effectively track Veterans, Active-Duty, National Guard, and Reserve student's retention and graduation rates.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Summer 2021			
Objective Relevance to Outcome	Rating:			
	Rating Rationale:		Effectively tracking retention and graduation rates of Veterans, Active-Duty, Reservist, and National Guardsmen, will allow MCSS to implement interventions to help students succeed in their academic pursuits.	
Satisfactory Level of Objective Completion	Rating:		1	
	Satisfactory Level Rationale:		loss of MCSS Coordinator renders this objective not attainable with current staffing.	

Student Affairs				Core Value 4A
Student Support Services				
Implement a comprehensive recruiting strategy to focus on eligible students who are first-time college students				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$1000	New Money Ongoing	$
	Dept. Budget	Student Support Services	Student Fees (New/Existing)	
Exp. Completion	Fall 2020			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		Students who participate in SSS activities have higher success, retention, and graduation rates than LCC students who qualify for SSS services but do not elect to participate.	
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to FY2022	

Outcome 4B: Promote responsible stewardship of resources and public trust.

Academic Affairs				**Core Value 4B**
Nursing				
The Nursing Program Director will continue to write and submit a grant proposal to the Kansas Board of Regents for Kansas Nurse Initiative Funding.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		Promotion of funding resources for student nurse support, nurse faculty development, and program consumable supplies.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Program director wrote a grant proposal to fund nurse faculty professional development, student services, program consumables, and non-consumable laboratory supplies.	
Foundation				**Core Value 4B**
Foundation				
Provide an annual report to donors				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$1000
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:			
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Moved to FY22	

Public Relations				Core Value 4B
Public Realtions				
Create fact cards, or other form of marketing material which show transparency of funding				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		Marketing pieces which are necessary to gain support of the community.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Complete in FY 21, continue yearly updates as needed	

Outcome 4C: Enhance the college image to stakeholders to generate business and community support by communicating the value and benefit of the college.

Academic Affairs					**Core Value 4C**
Nursing					
Explore the feasibility of external consultation in preparation of the Nursing Program site-visit and self-study report for reaccreditation with ACEN.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	FY2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		An ACEN mock site-visit and English Professor review of the self-study report will aid in nurse faculty and program preparation for the reaccreditation process.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Assessment Technology Institute (ATI) was contacted to consult with the program for a Mock Site Visit as part of grant funding to prepare nurse faculty, administration, and students. Due to the COVID-19 pandemic, the mock visit will likely be conducted by zoom. A English professor will review the Self-Study report as planned.		
Foundation					**Core Value 4C**
Foundation					
Speak and/or volunteer at two community events					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Ongoing				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:				
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		I spoke at three different service organization meetings, served as Past President of the Chamber of Commerce and volunteered at the Chamber banquet.		

Public Relations				Core Value 4C
Public Realtions				
Add one social media platform- if applicable				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		Social media platforms are valuable in marketing.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Enhanced & diversified current social media platforms	

Public Relations				Core Value 4C
Public Realtions				
Target marketing and advertising health science programs				
Estimated Cost	Existing Money	$1000	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget	PR	Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		3	
	Rating Rationale:		The PR department strategically rotates the specific target promotions of CTE programs each year.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Complete-professional videos created for 9 CTE programs, utilized in social media, digital, web promotions, virtual recruiting	

Public Relations					Core Value 4C
Public Realtions					
Redesign of brochures					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget	PR	Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		Yearly updates are necessary to stay current with the design and correct content of brochures used for recruiting.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Complete		

Public Relations					Core Value 4C
Public Realtions					
Redesign of view books					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget	Admissions	Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		3		
	Rating Rationale:		Yearly or every other year, updates are necessary to stay current with the design and correct content of view books used for recruiting.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Complete		

Public Relations				Core Value 4C
Public Realtions				
Increase enrollment advertising on one social media platform (if needed)				
Estimated Cost	Existing Money	$1000	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget	PR	Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		PR has utilized social media advertising in past as additional reach to students. If PR and Admissions deem necessary, will continue.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Complete- ultized social media via digtial marketing	

Outcome 4D: Strengthen internal communication practices.

Academic Affairs				**Core Value 4D**
Exercise Science				
Develop a plan for retaining students not accepted into allied health programs by meeting with allied health departments and including exercise science program information in notification of non-acceptance letters.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Fy2021			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:			
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		Ongoing: still working towards a plan of action	

Financial Affairs				**Core Value 4D**
Human Resources				
Conduct an Internal HR Audit				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:			
Satisfactory Level of Objective Completion	Rating:			
	Satisfactory Level Rationale:		Move to Fy2022	

Student Affairs				Core Value 4D
Admissions				
Create a Master Calendar/Checklist for the Admissions Director to use to ensure clear communication with LCC staff and faculty about important events and dates pertaining specifically to the Admissions Department.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	June 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Can be easily accomplished and put to use. Having a Master Calendar and communicating about where that calendar can be found to LCC staff and faculty will help other departments around campus to understand the event and promote it. The checklist can act as a reminder to the Admissions Director to send out consistent, accurate information campus wide.	
Satisfactory Level of Objective Completion	Rating:		2	
	Satisfactory Level Rationale:		the master calendar/checklist is complete, but has not yet been published. This is a work in progress, but feel that it is close to completion.	

Core Value 5: Sustainability of the Institution: Labette Community College encourages innovation and personal growth, maintains financial accountability, supports student retention and success, and plans strategically for the future, while adhering to state, federal, and governing agency guidelines.

Outcome 5A: Achieve targeted growth through an integrated enrollment management process.

Student Affairs				**Core Value 5A**
Student Affairs				
Develop and Implement formal Enrollment Management Plan.				
Estimated Cost	Existing Money	$	New Money One Time	$3000
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Jun-21			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		The college needs to focus on a formal and targeted enrollment management plan to increase recruitment and retention.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		The SEM committee has completed an initial plan with 8 overarching goals. Subcommittees in the areas of Recruitment, Onboarding, Retention, and Completion are working on objectives and activities to support the goals.	

Outcome 5B: Enhance student opportunities through increased scholarships and endowments.

Academic Affairs					Core Value 5B
Dental Assistant					
Continue to raise money through our "LCC Friends and Supporters" program.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	June 2021				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		Money raised by donations of local dentists will allow for the purchase of radio cabinetry and equipment needed to enhance student retention and success in the field of dentistry.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		The dental cabinetry has been completed. We will continue to purchase needed equipment as funds become available. **The "LCC Friends and Supporters: Fundraiser was not conducted this year due to COVID hardships on dental offices. We will continue the fundraiser next fall if we feel it is appropriate.		

Academic Affairs				Core Value 5B
Physical Therapist Assistant				
To provide therapy services as an item for the scholarship auction				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Ongoing			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		Contribute to the fundraising for scholarships	
Satisfactory Level of Objective Completion	Rating:		0	
	Satisfactory Level Rationale:		Goal: To raise a minimum $100 for scholarships 6/1/2020: This has been difficult to implement in part due to minimal student interest and faculty time to help develop. Hopefully as other program time requirements decrease in time demands, there will be more time for this type of activity.	

Academic Affairs				Core Value 5B
Radiography				
Create a Radiography Program Scholarship fund.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	Spring 2021			
Objective Relevance to Outcome	Rating:		2	
	Rating Rationale:		Collaborate with the LCC Foundation Director to create a scholarship and then establish the criteria for the scholarship application that would best serve the financial need of our students. Moved from FY2018 Operational Plan to allow appropriate time for our program to collaborate with the LCC Foundation Director to create a scholarship that would best serve the financial need our students and we would also establish the criteria for the scholarship application. Once scholarship was established and created we would collaborate together to contact program alumni for raising proceeds to begin and maintain the Radiography Program Scholarship.	
Satisfactory Level of Objective Completion	Rating:		1	
	Satisfactory Level Rationale:		Briefly spoke with Ms. Lindi Forbes and we have discussed different scholarship options for creating a scholarship, however no additional action has been taken since initial discussion. Move to FY2022	

Foundation					Core Value 5B
Foundation					
Secure new scholarship endowments					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Ongoing				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:				
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		Seven new endowed scholarships were established and additional gifts were received on some existing endowments.		

Public Relations					Core Value 5B
Public Realtions					
Promote Annual Scholarship Auction					
Estimated Cost	Existing Money	$600	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget	PR	Student Fees (New/Existing)		
Exp. Completion					
Objective Relevance to Outcome	Rating:		2		
	Rating Rationale:		Paid advertising is necessary to promote the attendance of the auction for scholarships.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Complete-auction held virtually		

Public Relations					Core Value 5B
Public Realtions					
Acquire donations, decorations, and event planning for annual scholarship auction (Foundation provides PR with acquisition list)					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion					
Objective Relevance to Outcome	Rating:		2		
	Rating Rationale:		The auction has noticed an increase in attendance, and items donated. The acquisition of items/services donated for the auction is needed to assist the Foundation office.		
Satisfactory Level of Objective Completion	Rating:		3		
	Satisfactory Level Rationale:		Complete		

Student Affairs					Core Value 5B
Student Affairs					
Cardinal Kindness Committee to assist students with financial hardships.					
Estimated Cost	Existing Money	$	New Money One Time	$	
	Grant Funded	$	New Money Ongoing	$	
	Dept. Budget		Student Fees (New/Existing)		
Exp. Completion	Fall 2020				
Objective Relevance to Outcome	Rating:		4		
	Rating Rationale:		The Student Life Specialist and Case Manager have developed a process for student who need funds for bills or other expenses can apply for assistance. The committee will fundraise the money to be used.		
Satisfactory Level of Objective Completion	Rating:		4		
	Satisfactory Level Rationale:		The Cardinal Kindness Committee received 6 applications during the 2021-2022 academic year, with two students being awarded stipends. The additional students are on hold until they receive HEERF funds to determine if there is additional need.		

Outcome 5C: Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

Academic Affairs				Core Value 5C
Nursing				
Endorse retention and recruitment of nurse faculty who want to teach as their career and specialty in nursing.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion	FY2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Due to the limited number of qualified nurse faculty in Southeast Kansas, this goal must remain a top focus for the Nursing Program and the College to meet both state requirements and national reaccreditation standards.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		As nurse faculty positons become available, the applicants will hold a MSN with an education emphasis.	

Student Affairs				Core Value 5C
Enrollment Management				
Investigate new software for the college catalog that is easier to use and provides more formatting options.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$
	Dept. Budget		Student Fees (New/Existing)	
Exp. Completion				
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		Extremely Relevant: At this time Pam goes to Phil's office to create and update the catalog. The current program is very cumbersome and requires re-formatting after major changes. If the new software is more flexible and easier to use, Pam could do the catalog from her office and communicate directly with Melissa for changes to the online catalog without Phil's assistance.	
Satisfactory Level of Objective Completion	Rating:		3	
	Satisfactory Level Rationale:		Complete, Dean of Enrollment Management has access to Adobe software. Changes will be made as team with the Dean of Enrollment Management and Enrollment Management Assistant	

Student Affairs				Core Value 5C
Student Success Center				
Identify, recruit, and retain professional tutors in the areas of health science and math.				
Estimated Cost	Existing Money	$	New Money One Time	$
	Grant Funded	$	New Money Ongoing	$3000
	Dept. Budget	Student Success Center	Student Fees (New/Existing)	
Exp. Completion	Spring 2021			
Objective Relevance to Outcome	Rating:		4	
	Rating Rationale:		The use of professional tutors (defined as those who have attained a post-secondary degree in the specified field) is essential in areas such as health science and advanced mathematics. Due to the limits of our peer tutoring resources as a two-year school, professionals in these areas provide consistency and sustainability of services in these critical, high-demand areas.	
Satisfactory Level of Objective Completion	Rating:		4	
	Satisfactory Level Rationale:		Professional tutors/mentors are trained and offering services to NSG, PTA, and RAD students.	

Labette Community College

Student Organization Annual Report

Student Organizations

Campus Activities Board

Responsible for planning, organizing and promoting student activities to enhance LCC students' campus experience.

Advisor: *Terri Leroy*

Participation: All-campus clean-up (spring), birthday giveaways (monthly), cell phone recycling, Christmas tree monetary donation made to Stella Wells Tree Auction, CORE meetings (2), Easter egg hunts (main campus and Cherokee Center), fall Blood Drive (fall only), fall Welcome Week, Finals Frenzy Week (fall and spring), foster kid's drive for underwear, socks and pjs, Freshman Orientation, Halloween costume contest, Holiday dress up contest, Homecoming Week activities, ink cartridge recycling, Halloween treat bag give-away, LCC Awards Ceremony, LCC Board of Trustees monthly reports, LCC free dinner's for students, LCC student Food Pantry, March Madness, pop tab collection for Ronald McDonald House, pumpkin painting, spring Welcome Back Week, SGA election (spring), SGA monthly meetings, Student Organization Fair (fall), Tie dyed face masks at main campus and at Cherokee Center, wrestlers to Nationals send-off, and raised $615 to donate to Meal Packaging Event. We were not able to do this event this year but this money will be used for a Meal Packaging Event in fall 2021.

Cardinal Christian Fellowship

Fosters a nondenominational outreach for Christian fellowship on LCC campus.

Advisor: *Doug Ecoff*

Chess Club

Invites students and community members to come together to lean and teach chess.

Advisor: *Kenneth Elliott*

Dental Assisting Club

Promotes dental educational and social opportunities in the dental health care environment, establishes open communication and cooperation among students and faculty, and provides an opportunity to promote dental health education and networking in the community.

Advisor: *Leigh Ann Martin*

Participation: CORE meeting, SGA monthly meetings, Welcome Week (fall), Halloween treat bag give-away donation of 350 toothbrushes, LCC Food Pantry (Cherokee Center), Foster Care Clothing Drive, LCC Scholarship Auction donation, OSHA Lunch and Learn, 3M Zoom Meeting, Dental Careers Institute, Dr. Strader (guest speaker), James Pope (guest speaker) and Delta Dental Zoom Meeting.

Dungeons and Dragons Club

Provides an opportunity for like-minded student to gather and play table top role-playing games.

Advisor: *David Beach*

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eSports Club

Provides opportunity for students to acquire skills in critical thinking, leadership, collaboration and problem-solving and to assist the student in acquisition of knowledge and skills necessary to become the next changers of society by being educated, empathetic and productive individuals.

Advisor: *Roni Polak and Karen Barger*

Participation: Easter egg hunt donations, LCC Scholarship Auction donation, LCC Food Pantry, and LCC student free dinner.

Gay Straight Alliance

Provides connection between SLGTQ+ students and their allies.

Advisor: *Scott Zollars*

Participation: CORE meeting, SGA monthly meetings, Student Organization Fair (fall), cell phone and printer cartridge recycle.

Graphic Design Club

Provides supplementary education in the areas of design, illustration and graphic arts. Field trips, workshops, and seminars with professionals are sponsored by the club.

Advisor: *Melissa Kipp*

Participation: CORE meeting, SGA monthly meetings, Fall Blood Drive, Halloween treat bag give-away donations, SGA bulletin board, ink cartridge and pop tab recycling, and Easter egg candy donation.

Awards Received: Peyton Simpson – Top 20 Cardinal.

Phi Beta Lambda

The college division of Future Business Leaders of America. PBL helps members bridge the gap between the classroom and the business world by giving them an opportunity to learn firsthand about the business community.

Advisor: *Cathy Kibler*

Participation: Student Organizational Fair, Halloween treat bag give-away, fall Blood Drive, CORE meeting, SGA monthly meetings, Welcome Week (fall and spring), Finals Frenzie (fall and spring), Foster Care Donations, LCC Scholarship Auction donation, pop tab recycling, Easter egg hunt donations, LCC student free dinners (fall and spring), SGA bulletin board, sponsored Wear Purple for Prematurity Awareness Day, Prom Dress Fundraiser and attended PBL State Leadership Conference.

Awards Received: See PBL Annual Report for Individual Awards Received.

Phi Theta Kappa

Promotes scholarship, develops leadership and service, and cultivates fellowship among qualified students of LCC.

Advisor: *Tammy Fuentez*

Participation: CORE meeting, SGA monthly meetings, pop-tab recycling, sponsored LCC Food Pantry, Welcome Week sponsor (fall and spring), Student Organization Fair, Halloween treat bag give-away donations, College Project (donated magnets), LCC student free dinner volunteers, Finals Frenzie (fall), Foster Care donations, Ronald McDonald donation (sponsor), Honors in Action Project, Fall Blood Drive, and PTK Awareness Week.

Physical Therapist Assistant Club

Allows currently enrolled PTA students opportunities for community involvement and leadership. Civic services activities are expected from each member to create an awareness of physical therapy to the public. The club members are involved with fields trips, Kansas Physical Therapy Association conferences, fundraisers, and planning of pinning ceremony.

Advisor: *Trent McGown*

Participation: CORE meeting, pop tab recycling, cell phone recycling and printer cartridge recycling.

Radiography Club

Radiography Club elevates the quality of patient care, promotes the art and science of radiologic technology and promotes the program across LCC and within our surrounding service communities.

Advisor: *Gale Brown*

Participation: CORE meetings, SGA meetings, Welcome Week (fall), Finals Frenzie (fall and spring), Student Organization Fair, Blood Drive (fall), Health Science Presentation, Halloween treat bag donations, National Rad Tech Week, High School Health Care presentations (2), SGA bulletin board, sponsored National Stress Day, Easter egg hunt donations, LCC Scholarship Auction donation, Teddy Bear Clinic, High School Senior Interview Day, Middle School Career Fair, volunteered LCC free dinners (fall and spring), recycled cell phones, pop tabs and ink cartridges.

Student Ambassadors

A select group of students with the mission of promoting a favorable image of LCC to its many publics, such as prospective students, current students, parents, alumni, and the community.

Advisor: *Kylie Lucas*

Student Government Association

Encourages active participation in the work of self-governance and ensures the representation of the views and perspectives of the student body in the governance of the college.

Advisor: *Terri Leroy*

Participation: All-Campus clean-up (spring), Birthday give-aways (monthly), Cell Phone Recycling, Christmas Tree money donation made to Stella Wells Tree Auction, CORE meetings (2), Easter Egg Hunts (Main Campus and Cherokee Center), Fall Blood Drive, Fall Welcome Week, Finals Frenzy Week (Fall), Finals Frenzy Week (Spring), Foster Kid's Drive for underwear, socks and pjs, Freshman Orientation; virtual collaborated with Admissions, Halloween Costume Contest, Holiday Dress Up Contest , Homecoming Week Activities, Ink Cartridge Recycling, Halloween Treat Bag Give-Away, LCC Awards Ceremony, LCC Board of Trustees monthly reports, LCC Free Dinner's for students, LCC Student Food Pantry, March Madness, Pop tab Collection for Ronald McDonald House, Pumpkin Painting, Spring Welcome Back Week, Student Government Association election (Spring 2021), Student Government Association Monthly Meetings, Student Organization Fair (fall), Tie Dyed face masks at Main campus and at Cherokee Center, Wrestling to Nationals Send-off, and raised $615 to donate to Meal Packaging Event.

Individual Awards: Darbi Forbes and Peyton Simpson-Top 20 Cardinals

Student Nurse Association

Assumes responsibility for contributing to nursing education in order to provide for the higher quality of health, provides programs representative of fundamental interests and concerns, and aids in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

Advisor: *Cheryl Smith and Sherry Simpson*

Participation: CORE Meeting, Blood Drive (Fall), Kids Fall Fest, Homecoming, Rise for Hunger, Foster Care Donation Drive twice, SGA Meetings, Parsons State Hospital Christmas Gifts

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Student Organizations by the Numbers

Organization	# of Members	# of Meetings	# of Service Activities	# of Fundraising Activities	# of Traveled Activities
Campus Activities Board	7	6	31	1	0
Dental Assisting Club	2	5	13	1	1
eSports Club	5	3	4	0	0
Gay Straight Alliance	3	4	5	0	0
Graphic Design Club	8	4	9	0	0
Phi Beta Lambda	4	5	17	1	0
Phi Theta Kappa	5	5	17	1	0
PTA Club	10	4	4	0	0
Radiography Club	22	7	23	1	0
Student Government Association	7	SGA:6 CORE: 2	31	1	0
Student Nurse Association	44	6	12	1	0

Program Reviews

1. Communication Program Review- October 2020
2. Education Program Review- March 2021
3. Graphic Design Program Review- April 2021
4. Business Administrative Technology Program Review- May 2021
5. Diagnostic Medical Sonography- May 2021

Core Value 1: Student Learning

Labette Community College makes every effort to provide collegial programs and services by providing a caring and qualified faculty/staff to assist all students and community members in attaining the foundational skills and knowledge essential for success in work and in life, in a supportive and accountable environment.

1A. Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.

Curriculum & Instruction Committee (C&I):

1. The C&I Committee reviewed curriculum to ensure appropriate learning strategies were being applied in academic courses, and aligned academic content with academic standards.

Distance Education Committee (Distance Ed):

1. The Distance Education Committee continued to have as a major component of each Committee Meeting the sharing of ideas, teaching strategies, and solutions to problems common to the online environment.

Library Committee:

1. The members of the Library Committee advise and suggest ways to improve existing library services and offer suggestions for new ones.
2. The members of the Library Committee advocate for the library in their respective departments and groups.

1B. Strive to make the student's experiences with LCC positive, nurturing, and focused on student learning and academic success.

Curriculum & Instruction Committee (C&I):

1. The C&I Committee focused on student learning and academic success by reviewing catalog changes, revising course outcomes, competencies, and aligning program processes.

Distance Education Committee (Distance Ed):

1. The Distance Education Committee continued to review all new online courses developed by new instructors and to offer recommendations to experienced instructors who seek the committees input on new online courses.
2. The Distance Education Committee continued to review and when necessary make revisions to the Online Handbook, the Online Course Evaluation Rubric, and the Guidelines for a Quality Online Course Rubric, and the Online Teaching Course.
3. The Distance Ed Committee discussed the ongoing Accessibility Training as it pertains to online and hybrid education and the Online Teaching Course.

Diversity Committee:

1. The committee exists to promote the diversity of our service area and the world beyond. We support and encourage the discovery and learning about other cultures and viewpoints which hopefully lead the students and employees of LCC to valuing the dignity, worth and potential found in all people, and thus each other. We also encourage the students and employees to broaden their viewpoint, challenge and/or examine their own viewpoints, and to make needed changes in those viewpoints for success in our changing world.
2. The committee continues to support the Gay Straight Alliance activities and efforts to support the LGBTQI students and employees of LCC.
3. The newly hired, Student Social Media Assistant posted regularly diversity inspired messages on the new Instagram account, Cardinal Co. Op. developed by a subcommittee of the Diversity Committee

1C. Make accessible a variety of services and programs that address learning needs.

Curriculum & Instruction Committee (C&I):

1. The C&I Committee supported Accuplacer Next Generation assessment for placement in Math, Reading, and Writing for all students not having the necessary ACT/SAT scores to enroll in the required Math and English courses for their degree.

Distance Education Committee (Distance Ed):

1. The Distance Education Committee is committed to utilizing new technology in support of online education. The committee spent considerable time discussing the features and challenges found in the Jenzabar LMS.

Diversity Committee:

1. The Diversity Committee hired a Student Social Media Assistant to publish diversity inspired messages on Instagram.
2. A subcommittee of the Diversity Committee developed a new Instagram account, Cardinal Co. Op. for DEI promotion.

1D. Use technology to expand opportunities for student learning and student services.

Distance Education Committee (Distance Ed):

1. The Distance Education Committee continued to have as a major component of each Committee Meeting the sharing of ideas, teaching strategies, and solutions to problems common to the online environment.

Diversity Committee:

1. The Student Social Media Assistant posted regularly diversity inspired messages on the new Instagram account, CardinalCo.Op. developed by a subcommittee of the Diversity Committee.

1E. Provide quality program and services at the main campus, the Cherokee Center, all extension sites, and online.

Distance Education Committee (Distance Ed):

1. The Distance Education Committee reviewed and/or approved the offering of the following online/hybrid courses this past year:
    - SOCI 122: Basic Helping Skills
    - SOCI 112: Intro to Social Work
    - CHEM 207: Organic Chem II
    - SOCI 211: Criminology
    - DMS 206: OBGYN I
    - DMS 207: OBGYN II
    - DMS 205: Sectional Anatomy and Physiology
    - DMS 208: Pathophysiology
    - DMS 237: Sonography Registry
    - DMS 250: General Sonography Registry Review
    - DMS 201: Intro to Sonography
    - MATH 125: Trigonometry
    - PHIL 104: Intro to Logic
    - PED 101: Intro to Physical Education

Diversity Committee:

1. In addition to the Instagram account, DEI information was regularly posted at the Cherokee campus.

Library Committee:

1. The Library Committee advocates, monitors and advises the staff on the needs of the main campus, Cherokee Center, and online programs.
2. The Library Committee will inform their areas of the changes in the database offerings and updates. They will refer their students to these resources.

Core Value 2: Education for a Globally Connected World

Labette Community College promotes the diversity in our communities and our world by valuing the dignity, worth, and potential of all persons; by using diverse delivery methods and evolving technology; and by improving the communities we serve through civic engagement opportunities.

2A. Improve and expand linkages with educational partners and community agencies for mutual benefit.

Curriculum & Instruction Committee (C&I):

1. The C&I Committee reviewed course transferability to baccalaureate degree programs with four-year institutions.

Diversity Committee:

1. The Chair of the Committee became a part of KBOR's Chief Diversity Officers organization.
2. He attended meetings with the group and passed notes from the meeting on to

2B. Respond to the diverse learning needs of our community.

Distance Education Committee (Distance Ed):

1. The Distance Education Committee continued to explore the best use of the College's resources in providing online education by continuously evaluating online platforms and technologies and seeking to find better ways to offer training to instructors in the use of the technologies available to them.

2C. Increase the availability of skilled workers to meet the needs of the community and the State.

Career Technical Education Committee/Advisory Boards:

1. Career Technical Education Committees/Advisory Boards meet twice a year to discuss program needs, trends, and review curriculum to meet state and local industrial/business needs.

2E. Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.

Curriculum & Instruction Committee (C&I):

1. The C&I Committee reviewed approved a variety of new course proposals and revisions of current courses. These include:

Accounting

- Revised Accounting Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Art

- Revised Art Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Biology

- Revised Biology Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Business Administration

- Revised Business Administration Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Chemistry

- Revised Chemistry Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Communication

- Revised Communication Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Criminal Justice

- Revised Criminal Justice Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Education

- Revision of EDUC 152 Children's Music. Revised course code to MUSI 102. This is allowing us to internally know who is qualified to teach specific courses by aligning course codes with HLC's requirements.
- Revision of EDUC 154 Art Education. Revised course code to ART 102. This allows us to internally know who is qualified to teach specific courses by aligning course codes with HLC's requirements.
- Revision of EDUC 131 Research Skills. Revised course code to LEAR 102. This allows us to internally know who is qualified to teach specific courses by aligning course codes with HLC's requirements.
- Revision of EDUC 147 Information Literacy. Revised course code to LEAR 103. This allows us to internally know who is qualified to teach specific courses by aligning course codes with HLC's requirements.
- Revision of EDUC 134 and EDUC 140. Combined both courses into one course (EDUC 135) with a name change of Explorations in Education.
- Revision of EDUC 151 Children's Literature. Course outcomes change aligns with the new outcomes adopted at the Fall 2020 KCOG meeting.
- Revised Elementary Education, Secondary Education, and Early Childhood Education Programs. The revisions allowed for majors to transfer seamlessly to Pitt State but will also set them to transfer successfully to other Universities such as K-State, Emporia State, MSSU, and Washburn.
- Added new course EDUC 201 Technology for Teaching and Learning. This 3-credit hour course allows students transferring to Colleges and Universities in the state of Kansas in Education to have this course completed before transferring.

English

- Added ENGL 103 English Composition I with Review. This 5-credit hour course alleviates scheduling conflicts resulting from the current ALP model of co-requisite developmental and first semester English Composition while still allowing developmental English students a fast-track to complete ENGL 101.
- Revised English Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Exercise Science

- Revised Exercise Science Program to be combined with Athletic Training Program. This created just one program, Exercise Science. Athletic Training has been moved to a Master's degree program nationally, so it cannot be offered. Students need a bachelor's in a field such as Exercise Science now to become an Athletic Trainer.

General Studies

- Revised General Studies Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Graphic Design Technology

- Revised Graphic Design Technology AAS and Certificate. Revised requirements by eliminating the concentration electives. This provides a more concise offering of core courses essential to the Graphic Design industry as well as providing seamless transfer from the certificate program into the AAS degree.

Health Science

- Revised Health Science Program. Updating program courses allowed for alignment to the new degree requirements and also clearly states which programs it feeds into.

History

- Revised History Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Mathematics/Engineering/Physics

- Revision of MATH 100 Intermediate Algebra. Course outcomes change aligns with the new outcomes adopted at the Fall 2020 KCOG meeting.
- Revision of MATH 120 Elementary Statistics. Updated pre-requisites for Elementary Statistics to MATH 100 Intermediate Algebra or one unit of high school algebra instead of requiring MATH 115 College Algebra. This matches Pitt State's requirements for the course and allows programs that do not require College Algebra to have their students take only the required math courses needed for their degree.
- Revised Mathematics/Engineering/Physics Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Physical Education

- Revision of PED 105 Personal and Community Health. Course outcomes change aligns with the new outcomes adopted at the Fall 2020 KCOG meeting.

Physical Therapist Assistant

- Added PTA 250 NPTE-PTA Review. This 2-credit hour course provides a structured review course to help LCC PTA graduates prepare for their National Physical Therapy Exam to obtain their license as a PTA.

Pre-Med

- Revised Pre-Med Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Pre-Pharmacy

- Revised Pre-Pharmacy Program. Updating program courses allowed for alignment to the new degree requirements that align with Pitt State.

Psychology

- Revised Psychology Program. Changed Psychology to an Associate of Science instead of Associate of Arts to align with Pitt State, as well as aligned to new Pathway Requirements.

Respiratory Therapy

- Revised Respiratory Therapy Program. Change in General Education requirements. The Program had Business Communications listed as a General Education course. It has been changed to Public Speaking. This change will help students obtain their bachelors, as well as streamline our prerequisite courses with those of other health science programs.
- Revised Respiratory Therapy Program. Removed Developmental Psychology from the degree requirements.

Sociology

- Revised Sociology Program. Changed Sociology to an Associate of Science instead of Associate of Arts to align with Pitt State, as well as aligned to new Pathway Requirements.

Social Work

- Revision of SOCI 112 Introduction to Social Work. Revised course code to SWK 101. This allows us to internally know who is qualified to teach specific courses by aligning course codes with HLC's requirements.
- Revision of SOCI 122 Basic Helping Skills. Revised course code to SWK 102. This allows us to internally know who is qualified to teach specific courses by aligning course codes with HLC's requirements.
- Revision of SOCI 123 Basic Helping Skills Experience. Revised course code to SWK 103. This allows us to internally know who is qualified to teach specific courses by aligning course codes with HLC's requirements.

Social Work Cont.

- Revised Social Work Program. Changed Social Work to an Associate of Science instead of Associate of Arts to align with Pitt State, as well as aligned to new Pathway Requirements.

Sonography

- Revision of Sonography Program. Changed program from one certificate to two certificates. The program offered one general certification for general and vascular. The program is now separated into two separate 12-month concentrations for General and Vascular. The program transitioned to an online program.
- Revision of DMS 201 Introduction to Sonography. Changed credit hours from 2 to 3 credits.
- Revision of DMS 220 General Sonography Clinical Training I. Changed title to DMS 220 General Sonography Clinical I.
- DMS 221 Sonography Clinical Training II. Changed title to DMS 221 General Sonography Clinical II.
- DMS 222 Sonography Clinical Training III. Changed title to DMS 222 General Sonography Clinical III.
- DMS 234 Sonography and Physics Registry Review. Changed title to DMS 234 Sonography and Physics Registry Review.
- DMS 237 Sonography Vascular Registry Review. Changed title to DMS 237 Vascular Sonography Registry Review.
- DMS 250 Sonography Registry Review. Changed title to DMS 250 General Sonography Registry Review.
- Added DMS 251 Vascular Sonography Clinical I, DMS 252 Vascular Sonography Clinical II, and DMS 253 Vascular Sonography Clinical III. These 5 credit hour courses fulfill the vascular clinical requirements.
- Revision of DMS 205 Sectional Anatomy & Physiology. Changed title to DMS 205 Sonography Sectional Anatomy & Abdominal Physiology.
- Revision of DMS 206 OB/GYN I. Changed title to DMS 206 OB/GYN for Sonography I.
- Revision of DMS 207 OB/GYN II. Changed title to DMS 207 OB/GYN for Sonography II.
- Revision of DMS 208 Pathology of Abdomen and Small Parts. Changed title to DMS 208 Sonography Pathology of Abdomen and Small Parts.

Sonography Cont.

- Revision of DMS 230 Introduction to Vascular Sonography. Changed title to DMS 230 Vascular Sonography I. The credit hour changed from 2 to 3 credit hours.
- Revision of DMS 231 Vascular Sonography II. Credit hour changed from 4 to 3 credit hours.

Welding

- Revised Welding Program. Aligned program with new Pathway Requirements. This allows students to transfer seamlessly to Pitt State.

Library Committee:

1. The Library Advisory Committee advocates for the needed library services for the faculty and students in their respective departments and groups.

Core Value 3: Continuous Improvement

Labette Community College strives for continual institutional improvement through strategic planning, program and department reviews, outcome assessments, professional development, performance agreements, policy and procedure updates, and campus environment enhancement.

3C. Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning and strengthen leadership skills.

Diversity Committee:

1. The Chair of the committee regularly supplies members with links to articles that may assist them in implementing principles and practices of diversity in their respective areas.
2. The Chair developed a Red Zone page for the Committee to organize the minutes, handouts, and suggested readings for the group.

3D. Improve the utilization of human, physical, technological, and fiscal resources.

Caring Cardinal Committee (C3):

1. C3 was developed to fill the needs of students and employees. Physical changes to the campus have included several projects led by the committee:
    - Annual campus clean-up
    - Candy handout to students
    - Surrounding awareness
    - Coffee bar during finals week
    - Design and starting to put together main building entrance idea.

Distance Education Committee (Distance Ed):

1. The Distance Education Committee continued to explore the best use of the College's resources in providing online education by continuously evaluating online platforms and seeking to find a way to utilize human, physical, technological, and fiscal resources effectively.
2. The Distance Education Committee continued to review and revise the Online Handbook, the Online Course Evaluation Rubric, and the Online Teaching Course.
3. The Distance Ed Committee discussed changes in TechSmith's video storage policies.
4. The Distance Ed Committee discussed the ongoing Accessibility Training as it pertains to online and hybrid education and the Online Teaching Course.

Library Committee:

1. The Library Advisory Committee advocates for the needed library services for the faculty and students in their respective departments and groups.
2. The Library Committee keeps apprised of the Library's operational plans and budgets giving input on their content.

Core Value 4: Integrity and Transparency

Labette Community College operates in an environment of integrity and transparency through honest ethical practices, open communication, and accountability, for transactions with all constituencies.

4D. Strengthen internal communication practices

Distance Education Committee (Distance Ed):

1. The Distance Education Committee promoted internal communication by releasing immediately after each meeting a summary of what happened at that meeting. These summaries were emailed to all faculty and staff. Once approved, the minutes were also emailed to all faculty and staff.

Financial Aid Appeals Committee:

1. The Financial Aid Appeals Committee continues to work to improve the appeals process.